



# *Town of South Berwick*

180 MAIN STREET  
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## **EMPLOYMENT OPPORTUNITY**

### **Library Assistant Part Time 12 Hours a Week**

The Town of South Berwick is accepting applications for a friendly, energetic, detail-oriented team member to fill the Part Time Library Assistant position. This is a 12 hour a week position working on Tuesdays, Wednesday evening and every other Saturday with the possibility of additional hours when filling in for absent library staff.

Must have excellent communication and interpersonal skills, strong technology skills and knowledge and the willingness and ability to learn and retain new skills.

Undergraduate education is preferred and customer service experience is desired.

Responsibilities include: serving patrons via a variety of means; assisting patrons using the public computers, performing circulation desk tasks such as checking material in and out, processing reserves and holds, processing loans to other libraries, performing opening and closing procedures, and shelving materials accurately.

Wage range is \$12.31 to \$16.78.

Position will remain open until filled.

Applications and more information can be found on the Town website: [www.southberwickmaine.org](http://www.southberwickmaine.org) under the Human Resource Department tab or in the Town Clerks office at 180 Main Street on the 2<sup>nd</sup> floor. Please return them to Deanna Remick at [dremick@sbmaine.us](mailto:dremick@sbmaine.us) or fax to 207-384-3303.

Position is open until filled.

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