

NOW HIRING: Library Page

The Flint Public Library is looking for a library page to work in our busy public library.

This position requires about eight to ten (8 -10) hours/week. The schedule varies but would include week days between 3pm and 8pm and Sunday afternoons. Hours may vary more during the summer, but the library is not open on Saturdays so there are no Saturday hours. This is a year-long position. Library Pages help shelve books, prepare craft materials for library programs and help tidy up after programs. They also help to shift books as needed and shelf read to make sure the library collections are in good order. Library pages also help answer the phone, assist patrons and work on the circulation desk.

REQUIREMENTS:

16 years old

Availability for flexible hours during the school year, including after-school, evening, and Sunday afternoon hours (NOTE: Sunday afternoons are rotated with other Pages.)

Excellent computer skills

Ability to carry up to 30 lbs. of books

Ability to follow oral and written instructions thoroughly

Ability to work with the public in a polite and professional manner

Excellent attention to detail

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

Shelving and shelf-reading materials

Answering the phone

Working on the circulation desk

Assisting patrons

Processing books

Special projects

Pay: \$12.56/hr.

Interested candidates should fill out the Town of Middleton's employee application and send it to Melissa Gaspar, Library Director, 1 South Main Street, Middleton, MA or drop it off at the library. You may also email it to Melissa Gaspar at mgaspar@flintpublib.org. Applications can be found on the town website or picked up at the library. This position will be open until filled.