CIRCULATION ASSISTANT

The Providence Athenæum, an independent, member-supported nonprofit library dedicated to the promotion of the humanities, has an opening for a part-time Circulation Assistant with at least one year of library and/or service-oriented experience.

Reports to: Circulation Supervisor
Full time/part time: part time
Hourly/salary: hourly
Exempt/non-exempt: non-exempt
Start date: immediately
Starting compensation: $12.05/hr
Benefits: partial

Primary duties are based on dedicated library patron support. While the library is currently not open to visitors, in future the role would involve extensive public interaction and support as well. Primary responsibilities presently are member services-based: fulfilling curbside requests check-in/check-out of library materials, shelving, and providing logistical support in maintaining the safety of the premises.

Additional duties as required to facilitate a wide variety of an active membership library’s daily operations. Excellent communication skills, outstanding telephone manner, and team player abilities are essential requirements, as are computer skills. Familiarity with the Sierra ILS and with literature, retail experience, and knowledge of local history all are pluses.

Schedule initially is Tuesdays and Thursdays, 9:30am-4pm. A one-year commitment is expected.

To apply, email cover letter and resume before February 16, 2021 to Mary Brower, Circulation Supervisor, at: mbrower@provath.org

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