



PATRON SERVICES ASSOCIATE – PART TIME

"We are passionate about making a difference in our community, one person at a time, by enriching lives and empowering people through relevant, accessible, high quality library services."

That's the library's mission. We want energetic, compassionate, and fun people to help us fulfill it.

We are looking for someone special to work as a Patron Services Associate and overall Library cheerleader.

- 12 to 16 hours per week; \$16.00/hour
- May include 1 or 2 evenings per week (Monday-Wednesday, till 7pm)
- At least 1 Saturday per month (9am-1pm)

This is a job you'll love:

Our library serves a small but vibrant community and we need you to help us continue providing rockstar-level customer service.

You will assist people of all ages at the library's info desk. You will help our visitors discover all the library has to offer.

- You welcome patrons of diverse backgrounds to the library, and introduce them to library resources, events, and exciting updates!
- You check items out to patrons and then wrangle books back into their proper places on the shelves when they are returned.
- You answer questions that are asked in person, by phone, or via e-mail. You especially enjoy helping people find a new book to read or a movie with their favorite actor!
- You use a computer to find library materials (here and through MelCat interlibrary loan), place reserves, renew items, and take requests.
- You connect patrons to the wider community by referring them to area agencies which provide services, opportunities, and enrichment.
- You assist senior staff with processing new materials.
- You thrive on keeping busy, prioritizing among varied circulation desk tasks, and juggling them flawlessly with patron assistance.

Do you have what it takes?

- High school diploma or equivalent; some college preferred. Library experience a plus!
- Computer literacy with MS Office proficiency required.
- Ability to communicate effectively with the general public both orally and in writing.



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- Ability to stand, walk, crouch, stoop, squat, twist, climb, push/pull up to 50 pounds, and lift up to 25 pounds.

How to apply

- Send your resume and references to Dir. Jennie Willard at jwillard@parchmentlibrary.org
- **Deadline:** October 18, 2026