

Library Substitute, Madison Library

Madison Library in Madison, NH seeks an enthusiastic team player to become our staff substitute to provide occasional coverage for our circulation desk, help public with item requests, and answer basic reference and technology questions.

We have a substitute opening that will require a flexible schedule that may include the possibility of evenings and some Saturday shifts.

The right individual will:

- be able to communicate clearly in person and over the telephone;
- have an aptitude and willingness to learn new technologies;
- demonstrate enthusiasm for all ages;
- be flexible and able to multi-task in a busy, distracting environment;
- be detail-oriented;
- have a cheerful disposition and a can-do attitude.

A college education is required or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

The ideal candidate will have some library and database experience. Also desirable is experience working with the public in a customer service role and experience with Office software applications.

A background check will be made for candidates being considered for this position.

A complete job description is available at: <http://madison.lib.nh.us>

Please email cover letter, resumé and three references to: librarian@madison.lib.nh.us

Or mail to:

Madison Library
Attention: Director
PO Box 240
Madison, NH 03849

Deadline for applications is Monday, March 17, 2017.