Circulation Assistant (Part-Time)

Join the Westport Library as it transforms itself to meet the evolving needs of our community, transcending the traditional role of libraries, and delivering convenient, continuous, innovative, customer-focused service. If you are looking for an opportunity to be a vital member of a forward thinking, customer-focused, progressive organization where you can help take library services to the next level and make a difference in the lives of people every day – then this is the place for you.

The selected candidate will have a passion for service and for supporting patrons with patience and courtesy in a fast-paced evolving environment, communicate pleasantly and effectively and think quickly and logically to provide effective responses to inquiries. In addition, you must enjoy interacting directly with people of all ages and be adept at understanding the needs of patrons and with connecting them with the right resources and/or person to assist them. You must be comfortable with computers, tablets and emerging technologies; able to assist patrons with their basic computer needs; share responsibility for all patron service functions and contribute to building a positive team spirit.

If this is position is in line with your skills and interests and you are available to work +/-10 hours per week on a flexible, long term schedule including some nights and weekends, then please email your resume to jobs@westportlibrary.org. Please include the title of the position in the subject line. The rate is $12.50 per hour.