



Grafton Public Library

35 Grafton Common Grafton, MA 01519

Phone: 508-839-4649 Fax: 508-839-7726

graftonlibrary.org



facebook.com/GraftonPublicLibraryMA



[@GraftonPubLib](https://twitter.com/GraftonPubLib)



interest.com/GraftonPubLib



VACANCY

Senior Library Associate: Teen Librarian, 18 hours/week

The newly renovated and expanded Grafton Public Library seeks an 18-hour a week Teen Librarian for public desk coverage in our state-of-the-art facility. Duties include public service at the Teen & Tween service desk, serving ages 10-18 and their caregivers; using the automated circulation system Evergreen and C/W MARS online library catalog, responding to patron inquiries, shelving, filing, and other duties as assigned.

Qualifications: Master's degree in Library Science with a specialization in young adult services or equivalent, plus two years of library experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Familiarity with young adult literature, services, standards, programming, and adolescent development. Familiarity with online databases, Microsoft Office, Internet searching and library automation. Experience with integrated library system circulation module very desirable. Minimum of two years of experience in a position requiring face-to-face interaction with the public, particularly serving youth ages 10-18.

Library experience, especially work with teens and tweens is desirable. Must be able to respond to patron requests for information and service knowledgeably, clearly, and cordially. Must have visual acuity required to read a wide variety of print materials and to work for prolonged periods of time at a computer screen. Must be able to carry books and other library materials, stand and/or sit for prolonged periods of time, stoop and reach, and lift 25 lbs.

This is a part-time position without benefits. The schedule of 18 hours per week includes two evenings 2:30-9pm (Mon/Tue) and alternating Fri/Sat 11-6. Salary, entry level: \$22.45 per hour.

Review of applications begins Wednesday July 14, 2021. Open until filled. Apply online at <https://www.grafton-ma.gov/human-resources/pages/employment-opportunities-now-hiring>. AA/EOE.

