**Georgia Public Library needs YOU!**

**Library Assistant, part-time 20-25 hours per week**

* **Georgia Public Library** (GPL) is a hub of civic and community life. GPL is a place that not only connects patrons with information and ideas but with one another. At the Library we are committed to creating spaces where individuals from across all walks of life can come together, virtually and physically, to access knowledge freely. **Georgia Public Library** is open to all as an inspiring gathering place for the community, providing opportunities and resources for personal enrichment and growth.
* **Our ideal candidate** is a warm, flexible, creative, and engaging individual who believes in the power of libraries in transforming both communities and individuals. They have good customer service skills as well as knowledge in Microsoft Office and social media apps. They may know something about the wondrous software that runs a library and all its collections- or have the desire to learn. The ability to lift 30 pounds is required – books!

**The Position**: We’re looking for a **library assistant**. The pay range we’re offering is $14 to $15 per hour. As an employee of the Town of Georgia, this 20-hour per week position falls under the town’s policies. Please search for “Personnel Policies and Rules 5.17” at the town’s website, [www.townofgeorgia.com](http://www.townofgeorgia.com) . The position offers a wonderful opportunity to work within a vibrant community, to share your wonder of learning with children and adults alike, and to grow and learn in this community-based multifaceted job!

**Responsibilities:**

* Story time for children; the summer reading program for six weeks in summer; handle interlibrary loans; create spreadsheets and help maintain accurate statistics for our library; collaborate with director to create opportunities for patron engagement; website maintenance; gather ideas and enact a variety of adult and youth programs.

**Next steps:**

Please submit a cover letter, resume, and contact information for 3 references to Directorgplvt@gmailvt.

Deadline for applications is Sunday, March 28, 2021.