



## JOB TITLE: Library Assistant – Circulation

The Wolfeboro Public Library is accepting application to fill a part-time Library Assistant – circulation position. The Library Assistant provides friendly, responsive service to patrons while supporting the circulation desk and general library operations.

### Schedule

Total weekly hours between 20–25 hrs. We are flexible in determining work schedule with shifts available morning, afternoon, and/or early evening and Saturday.

### Key Responsibilities:

- Provide excellent customer service at the circulation desk
- Check materials in and out; manage holds, renewals, and patron accounts
- Assist patrons with basic technology needs (printing, scanning, device help, catalog searches)
- Assist with opening and closing routines
- Support programs, displays, and other library tasks as assigned

### Preferred Qualifications:

- Bachelor's degree and/or previous library experience preferred
- Experience working in a library or customer service role
- Familiarity with library catalogs or integrated library systems (ILS)

### Hiring Wage Range:

\$17.50/hour

### How to Apply:

Please apply to London Summers, Circulation Manager, Wolfeboro Public Library, 259 South Main St., Wolfeboro, NH 03894 or at [London.Summers@wolfeboropubliclibrary.org](mailto:London.Summers@wolfeboropubliclibrary.org)

### Closing date for submissions:

July 3rd, 2026 or until position is filled.