

Mary E. Bartlett Memorial Library
Brentwood, NH

Library Page

The MEB Library is seeking a local individual to join our team. This entry level position requires no previous library knowledge. We are looking for a creative individual who enjoys working with people.

Qualifications

- Must be working on or have completed a High School degree.
- Must be at least 14 years of age with a NH Youth Employment Certificate, also known as “working papers.”
- Must pass a skills test, which includes alphabetizing and numerical ordering of library items.

Skills and Essential Functions

- Demonstrate good work ethics and reliability.
- Develop a working knowledge of Mary E. Bartlett Memorial Library and the library services and program offerings.
- Ability to put library items in alphabetical and/or numerical order.
- Assist with craft and program preparations and cleanup.
- Work with the public to answer questions, assist library users in person and on the phone to locate materials/information, or refer them to an appropriate staff member for more assistance.
- Assist with collection maintenance as directed.
- Assist with day to day tasks; such as shelving, tidying, and other related duties.
- Open to learning new skills.
- Strong verbal and written communication skills.
- Ability to bend and stretch to reach high and low areas.
- Lift and carry 20 lb.

Supervisor

Library Director, Assistant Director/Youth Librarian; may take direction from Library Assistants

Hours and Compensation

Part time, after school, evenings, and weekends hours.
Starting wage of \$9.50 per hour.

How to Apply

Email letter of interest and a personal recommendation letter to Janice Wiers, Library Director at director@brentwoodlibrarynh.org by Friday, August 20, 2021.