

Circulation Coordinator, Kimball Library (Part-time)

Atkinson, NH

Join our wonderful library community with its talented staff and appreciative customers. We are looking for an energetic, enthusiastic person to guide the outstanding circulation experience our staff is famous for.

Job Description:

The Circulation Coordinator models outstanding customer service and works to ensure consistency. This individual will contribute to circulation policy and procedure development, keep colleagues abreast of issues or changes and assist in the training of new staff.

Under the supervision of the Library Director, the Circulation Coordinator provides fundamental and specialized customer services with an emphasis on all activities related to circulation, the display of library materials and readers advisory. This individual is able to assist and train the public in the use of online resources, library equipment and facilities; is knowledgeable about and able to promote the resources and programs of the Library and contributes substantially to creating an outstanding customer experience.

Requirements:

Knowledge, Skills and Abilities:

Provides exemplary customer service and embraces the library's values and mission. Demonstrates excellent interpersonal skills and the ability to communicate effectively and appropriately with people of all ages and abilities. Possesses a desire to work in a public service role and the capacity to create a welcoming atmosphere. Is able to explain and implement library policy. Fosters and maintains positive working relationships with colleagues and the public. Displays enthusiasm and a capacity to learn new skills especially with regard to technology. Is able to work independently, under supervision and collaboratively as part of a team. Exercises initiative and independent judgment in a variety of situations. Demonstrates attention to detail, strong written communication skills and the ability to work productively with frequent interruptions while balancing multiple projects. Excellent judgement, maturity, tact and problem-solving skills are required. A love of reading and wide knowledge of books and authors is highly desirable.

The Ideal Candidate:

Will have a minimum of 2 years' experience working in a library setting including in circulation services.

Previous work in customer service.

Technology, Equipment and Devices:

This position requires proficiency with computers and commonly used office software such as Microsoft Office. The capacity to learn to troubleshoot general office equipment and other technologies is necessary. Experience with Koha or similar ILS, databases and library operations is strongly preferred.

Schedule:

This is an 18-20 hour a week position. The tentative schedule is 3 days a week, one evening, and Saturdays in rotation that averages one per month.

Hiring Wage:

\$18.50 - \$20.00 depending on qualifications and experience.

Benefits include: paid holidays for days you are regularly scheduled to work and bereavement time.

To Apply:

Please send a cover letter and resume to kwatson@kimballlibrary.com

Open until filled.