

Kimball Library Job Opening for Library Technician (Part-time) Atkinson, NH

Do you thrive on interacting with people and serving your community? Can you deliver excellent customer service? Are you an avid reader, movie lover or frequent library user? The Kimball Library is looking for a person who enjoys interacting with both children and adults, is detail-oriented, and has excellent communication and technology skills.

This position requires:

- Outstanding customer service skills
- Ability to communicate effectively in writing, verbally, and electronically
- Ability to utilize automated circulation system and to execute circulation policies and procedures
- Excellent computer skills
- Ability to deal with multiple tasks and give friendly, respectful, helpful service to all library users

Responsibilities include (but are not limited to):

- Helping patrons locate library materials
- Checking in/out library materials
- Assisting patrons with digital media
- Registering new patrons
- Collection maintenance tasks
- Computer/Printing assistance and troubleshooting

Qualifications:

- High school/GED required; some college coursework preferred
- Library experience preferred
- Exemplary customer service skills with customer service experience
- Computer literacy expected including but not limited to Internet apps, MS Office and the ability to troubleshoot
- Success working as part of a team
- Sound judgment, initiative, tact and courtesy, attention to detail
- Ability to maintain effective working relationships with patrons and staff
- Ability to lift books and large boxes and push heavy book carts
- Ability to stand, sit, bend, and reach

Flexible training hours after the hiring period. As of September 2026, this job is for the following hours:

One day shift per week, one evening a week and Saturdays in rotation working in both the adult and youth areas of the Library. Approximately 10 hours a week. The opportunity exists to pick up other shifts as needed.

The wage is \$18.26 per hour. Benefits include: paid holidays for days you are regularly scheduled to work and bereavement time.

Position is open until filled with a first review of applicants beginning immediately. Send letter of interest and resume to: kwatson@kimballlibrary.com