

## TOWN OF MEDWAY

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### JOB POSTING

#### TEMPORARY LIBRARY ASSISTANT I

The Medway Public Library is seeking applicants for a Temporary Part-Time Library Assistant I position, approximately 18 hours per week for 3 months, including at least one Saturday per month and one evening. This position involves circulation, clerical, and technology-related duties.

This position works under the direction of the Library Director.

#### **Duties:**

- Staff the circulation desk, charge and discharge library materials, and enter patron registrations.
- Respond to patron inquiries in-person and by telephone.
- Provide readers' advisory services.
- Assist patrons in the use of library technology.
- Create promotional materials for library programs and post materials on the library website and social media.
- Respond to interlibrary loan requests.
- Helping with programming as needed
- Other duties as assigned.

#### **Education and Experience**

- High School Diploma or equivalent.
- General knowledge of library principles and practices.

#### **Knowledge, Ability, and Skills**

- Effective interpersonal and communication skills.
- Working knowledge of Microsoft Office products and navigation of the Internet.
- Ability to learn and adapt to new and changing technologies.
- Flexibility in emergency staffing situations.

**Date of Posting:** July 8, 2025

**Closing Date:** July 28, 2025

**Salary:** \$18.91/hour. This position is not benefit-eligible.

Please send an Employment Application and resume to Cheryl Houle, HR Manager, [choule@medwayma.gov](mailto:choule@medwayma.gov) or Town Hall, 155 Village Street, Medway, MA 02053. The application can be found here. [Application](#)