

TOWN OF MEDWAY

JOB POSTING

SUBSTITUTE LIBRARY ASSISTANT I – 3 Vacancies

The Medway Public Library is seeking applicants for the part-time position of Substitute Library Assistant (on-call, not to exceed 18 hours per week). Hours will vary and could include weekdays and weekends. This position involves circulation, clerical, and computer-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.
- Respond to interlibrary loan requests.
- Assist with programs.
- Other duties as assigned.

Education and Experience:

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

Knowledge, Ability, and Skill:

- Effective interpersonal and communication skills.
- Proficiency with spoken and written English.
- Punctuality and reliable attendance.
- 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 9, 2025

Closing Date: July 31, 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 or Town Hall, 155 Village Street, Medway, MA 02053. The application can be found here. [Application](#)