



St. Johnsbury  
**ATHENÆUM**

*Inspiring lifelong learning since 1871*

# **JOB OPENING**

## **LIBRARY ASSISTANT, PART-TIME**

**Salary Range:** \$18.00 an hour **Application Deadline:** May 6, 2026

Library Assistants are responsible for assisting with the administration and organization of the Athenæum.

### **Duties and responsibilities:**

Library Assistants are responsible for assisting with the administration and organization of the Athenæum.

### **Duties and responsibilities:**

- Loan library materials to patrons and collect the returned materials.
- Assist in general upkeep of library materials and facilities.
- Organize and reshelve returned items.
- Receives and records monies from payments and purchases.
- Issue library cards and update patron records
- Provide customer service through answering patron questions and teaching how to use resources.
- Perform routine tasks such as answering phone calls and organizing files.
- Use and maintain computer library database to help locate library materials.
- Help plan and participate in library events and programming.
- Troubleshoots technical issues.
- Other duties as assigned by the Athenæum Director.

### **Hours of Work**

Tuesday 9:30 am to 2:00 pm

Wednesday 12:30 pm to 5:00 pm

Saturday 9:15 am to 3:15 pm

2 evening programs every month on Wednesday or Thursday

### **The ideal person will bring these traits and skills:**

-Openness and honesty

-Excellent organizational and interpersonal skills

-Knowledge of current library practices -Ability to work efficiently and effectively alone and in small groups and to maintain working relationships with co-workers and the public -Technology skills

Please send a resume, cover letter, and contact information for three references to Kacy Guill [kguill@stjathenaeum.org](mailto:kguill@stjathenaeum.org). The St. Johnsbury Athenæum is an equal opportunity employer and will not discriminate, or tolerate discrimination, against any employee or applicant.