



Harvard Diggins Library Adult Services Librarian

The Harvard Diggins Library is seeking an Adult Services Librarian to provide programming and readers advisory support. Responsibilities include planning, promoting and implementing programs, providing readers advisory through book and media recommendations, creating eye-catching displays, and outreach at community events. Applications are now being accepted and are available at the Circulation Desk or on the Library website at www.harvard-diggins.org under 'About Us' and 'Employment'. Position responsibilities are outlined below. Interested candidates should send resume and completed application to posnhdpl@harvard-diggins.org.

Hours and Rate of Pay

Part-time, twenty-four (24) hours per week, including days, evenings and Saturdays. Additional hours may be available as needed. Salary is \$18 per hour. Benefits include paid time off and participation in IMRF.

Reporting Relationships

Reports to the Library Director

Adult Services Librarian Duties

Duties include the following:

- Plan and implement programs of interest to adults within budget.
- Create displays to market programs and materials.
- Participate in community outreach opportunities.
- Perform readers advisory service, helping patrons find their next great read.
- Provide friendly, courteous service to all patrons regarding use of library materials, services, and equipment.
- Staff the circulation desk in a rotation with other library staff.
- Perform other library tasks as assigned.

Desired Knowledge, Skills and Abilities

College degree is preferred. Prior library experience is a plus. Bilingual in English and Spanish is preferred. Technology skills desired include familiarity with Microsoft Office, Canva, and social media. Ability to communicate effectively and courteously; work as a team member, and have a desire to provide high-quality customer service to all library visitors are needed.