

## **Circulation Services Coordinator @ Norwich Public Library**

Part-time, on site, 20 hours/week with occasional weekend and evening hours.

### **Job Summary**

The Norwich Public Library seeks a dynamic, friendly and inclusive individual to manage our busy circulation desk and coordinate our corps of dedicated volunteers. The Circulation Services Coordinator fosters, maintains, and exhibits the Library's goal of providing excellent customer service to all library users, in person, over the phone, and via online communications. The ability to multitask while maintaining a friendly attitude is essential. The Circulation Services Coordinator is part of a collaborative, engaged, and positive-thinking team. This position reports to the Assistant Director.

### **Your Key Responsibilities**

- Be a warm and welcoming presence at the Circulation Desk
- Manage the Circulation Desk following the library's policies & procedures
- Assist patrons in finding items & answering questions related to the library's technology platforms
- Train & schedule volunteers
- Assist with shelving of items
- Other duties as assigned

### **Qualifications:**

- Previous library experience desirable
- Experience with ILS platforms - NPL uses Koha and Aspen
- Strong computer skills, including experience with Microsoft Office and Google Workspace
- Excellent organizational and time management abilities
- Exceptional customer service and interpersonal skills
- Ability to work independently and as part of a team
- Enthusiastic and positive attitude

### **What NPL Offers:**

This is an hourly position, \$20.00- 21.00/hr.

- Paid holidays
- Vacation accrual
- Sick leave

To apply, please send a cover letter, resume and three references to [npljobsearch@gmail.com](mailto:npljobsearch@gmail.com) by October 18, 2024