



**Position Title:** Evening/Weekend Library Assistant

**Posting Date:** September 9, 2025

**Closing Date:** September 28, 2025, 5:00 PM

**Immediate Supervisor:** Circulation Supervisor

**Position Description:** The library assistant primarily helps patrons in the use of the library, ensuring quality customer experiences and the smooth, effective flow of library operations. Success in this role requires strong attention to detail and proficiency with technology, including digital apps, Microsoft Office Suite, internet navigation, and databases, as well as adaptability to new systems.

The hours for this position are 2 evenings per week during the hours 3 pm – 8 pm and one Saturday per month 9:30 am – 2 pm. Please note this is an evening and Saturday position only.

**Primary responsibilities include:**

- Provide excellent customer service in-person and by telephone
- Promote a positive image of the library and its staff to the general public
- Assist patrons in finding desired materials and information in the library and online
- Check materials in and out, place holds, and process library card applications
- Assist patrons in the use of technologies, including computer/Internet use, e-readers, copiers, scanners, and printers
- Sort, organize, shelve, and retrieve materials
- Open and close the library by established procedure, when necessary
- Supervise and support volunteers
- Train new staff and volunteers on policies, procedures, and circulation technology, when necessary
- Attend workshops and other professional development opportunities to keep current on the methods and techniques in library services
- Perform other related duties and responsibilities as needed, including involvement in library programming, event preparation, technology setup, and organizational tasks

**Required Knowledge and Abilities**

**Knowledge of:**

- General office procedures and clerical work
- Internet searches and navigation
- Microsoft Office (Word, Excel, and Outlook)
- Basic computer troubleshooting

(continued)



**Ability to:**

- Work effectively and communicate clearly with the public
- Work positively and collaboratively in a team environment
- Exercise independent judgment in implementing established policies and procedures
- Learn library-specific software and technology as part of training
- Maintain records accurately;
- Work in a fast-paced environment, including multitasking and quick decision-making

**\*\*Special consideration will be given to applicants who have experience and/or interest in working with teen and pre-teen patrons on library programs and activities.**

**Qualifications:** Minimum HS diploma or GED, Associates degree preferred, with a minimum of 2 years experience in a customer service position that provides required knowledge and abilities. Excellent interpersonal and organizational skills, excellent communication skills with adults and children, flexibility, genuine enjoyment of the public, and the ability to handle stressful situations. Must be willing to work evenings and weekends, as the schedule requires.

**ADA Requirements:** This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force to constantly move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of work frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, stooping, reaching, walking, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

**To apply for this position:**

Submit a cover letter and resume via email to: [lewes.library@gmail.com](mailto:lewes.library@gmail.com)

Applications may also be turned in, in-person, at the library, 111 Adams Avenue, Lewes, DE

The application period for this position closes Sunday, September 28, 2025 at 5:00 PM