

Circulation Desk Librarian

The Cobleigh Library in Lyndonville, Vermont is seeking a full time Circulation Desk Librarian. Position is for 36 hours per week, with occasional Saturdays and one evening per week required. The Circulation Desk librarian is part of a small, closely-aligned team and is expected to bring new ideas, work collaboratively, and contribute to making the library an inclusive and welcoming environment for the communities we serve. Position will include benefits, including sick time, vacation, and health insurance through the Town of Lyndon, and a starting salary of \$33,696 (\$18/hour), contingent upon qualifications and experience.

Responsibilities include:

- Maintaining a welcoming, informative presence at the main circulation desk
- Circulation desk duties, including reference services, managing holds and requests, shelving, and other duties as assigned
- Assisting with interlibrary loan services, occasional technical assistance, some social media posting
- Programming assistance and development

Minimum Qualifications:

2 years of college and 2-3 years library experience or equivalent combination of education and experience. Library and library-related experience is preferred, but customer service and other public-facing experience is also highly desirable. Successful applicants must either hold or plan to receive the Vermont Certificate of Public Librarianship while working at the library. The Cobleigh will make time available for this and other professional development opportunities as they arise.

About the Cobleigh Library:

Opened in 1906, the Cobleigh Public Library is an inviting community center, which provides programs, services, books and materials, public space, and information to all residents in the Lyndon area. The library connects people of all ages with opportunities to explore personal growth and develop a lifelong love of reading.

Please send a cover letter and resume to: Cobleigh Library, PO Box 147, Lyndonville, VT 05851 or email all documents to bryn@cobleighlibrary.org. Applications will be accepted until the position is filled. EOE