



Long Hill Library is seeking a customer service oriented individual to join our Circulation Department on weekends and Wednesdays.

Excellent computer and interpersonal skills are required. Circulation duties include patron assistance at the circulation desk, checking items in and out, responding to phone inquiries, catalog searches, shelving, and other duties as required. Light lifting and bending will be required.

This is a part-time 12 month-position. All staff members may be asked to fill in as substitutes from time to time.

The hours for this position are:

Wednesdays 4-8pm

1-2 Saturdays per months from 10am-2pm

1-2 Sundays per month from 1pm- 5pm (the Library is closed on Sundays in July & August)

Send or email resume and application to:

Clarissa Wagner, 917 Valley Road, Gillette NJ 07933

[Clarissa.wagner@lhtlibrary.mainlib.org](mailto:Clarissa.wagner@lhtlibrary.mainlib.org)