

Volunteer Librarian Position, Albion Public Library – open until filled.

Albion Public Library is seeking a new librarian willing to work with little or no compensation to benefit the Library and the Town. The librarian is expected to work 4 to 8 hours per week to ensure the functions of the library are maintained. The librarian reports to the library board.

The successful applicant will be expected to complete the voluntary Public Librarian Certification Program through the Maine State Library (<https://www.maine.gov/msl/libs/ce/libcert.shtml>) through Advanced Level within 6 months and retain certification annually.

MAJOR RESPONSIBILITIES

Keep library public areas clean and orderly by organizing shelves, refilling displays, and performing light cleaning and/or other organizing tasks.

Maintain the collection, add and remove materials as needed, book purchases

Oversee processing and repair of library materials.

Supervise library volunteers.

Organize and lead meetings with library volunteers to identify, discuss, and resolve problems, contribute ideas for improvement, and keep updated on library plans and activities.

Assist with opening and closing duties.

Attend continuing education classes and/or webinars that are relevant for position.

Plan and oversee special projects, events, and outreach within the community.

JOB KNOWLEDGE, TRAINING AND EXPERIENCE: Position requires prior library work experience or relevant work experience or education. Computer proficiency and the ability to work well with the public is required. Knowledge of the community in which the library is located and an understanding of the true nature of rural and/or small communities and their libraries is helpful.

EQUIPMENT OPERATED: Must have computer and peripherals knowledge. Ability to use a copy machine, fax machine, telephone, printers, scanners, and various audio-visual equipment.

ABILITY AND SKILLS:

Ability to gain a working understanding of current and developing technologies as they relate to public library operations and services. This includes databases, electronic devices, and social media. Ability to use computer software including Excel, Word, and antivirus software. Ability to establish a positive working relationship with library staff and the general public. Ability to work independently and as part of a team. Ability to use alphanumeric order. Ability to maintain confidentiality and use appropriate judgment in handling information and records. Ability to maintain high standards of library service.

PHYSICAL EFFORT: Position requires standing, sitting, and bending for periods of time. Some lifting required. Periods of sustained computer work required. Fingering: keyboarding, writing, filing, sorting, shelving, and processing. **WORKING CONDITIONS:** Majority of this position is inside. Must be available for some Saturday or evening working hours.

Please contact the library board chair, Roberta Morin, for more information. To apply, please send a resume to the Albion Public Library, 18 Main Street, Box 355, Albion, Maine 04910. 207-437-2220. email: albion@albion.lib.me.us