

Job Posting: Part-Time Library Director

Location: Chamberlin Free Public Library (CFPL), Greenville, NH

Hours: 24 hours per week

Compensation: \$30 per hour

Start Date: As soon as possible

About the Role

The Trustees of the Chamberlin Free Public Library (CFPL) in Greenville, NH are seeking a part-time Library Director. Our ideal candidate will lead the development of services and programming designed to promote lifelong learning, foster a love of reading, encourage curiosity, and continue efforts to position the library as the heartbeat of our community. We are committed to maintaining the library as a welcoming space for all.

Key Responsibilities

- Oversee daily operations of the library, including circulation, programming, and patron services.
- Manage library staff and volunteers with a collaborative and supportive leadership style.
- Develop and implement engaging programs for all age groups.
- Maintain and grow the library's collection in alignment with community needs.
- Prepare and manage the library's budget in coordination with the Board of Trustees.
- Serve as the primary liaison with town departments, boards, and community organizations.
- Ensure compliance with local, state, and federal library regulations and standards.
- Promote the library through outreach, marketing, and community engagement.

Qualifications

Required:

- Bachelor's degree (BA or BS)
- Strong organizational, communication, and interpersonal skills

Preferred:

- MLS/MLIS degree or certification
- Previous library experience, especially in a small-town or rural setting
- Familiarity with library management systems and digital resources

Ideal Candidate Attributes

- Enthusiastic spirit with a genuine interest in welcoming and helping all patrons and is a strong advocate for all libraries.
- Proven record of collaborative leadership and team orientation
- Highly organized and innovative, with a passion for community engagement
- Skilled in managing personnel, finances, and library operations
- Comfortable with technology and adaptable to new tools and systems

Technical Skills

- Proficiency with library software (e.g., Koha, Evergreen, or similar ILS)
- Familiarity with Microsoft Office Suite and Google Workspace
- Ability to manage digital collections and online resources
- Basic troubleshooting for public computers and Wi-Fi

Perks & Benefits

- Work in a town-owned historic building that serves as a community hub
- Accrue paid time off (PTO) starting on your first day, available for use after 30 days
- Flexible scheduling within the 24-hour work week
- Opportunity to shape the future of a beloved local institution

Physical Requirements

- Lift and carry 25–50 lbs
- Reaching above shoulder and below knee height
- Standing for moderate periods; sitting, walking, twisting, bending, crawling, squatting, kneeling, crouching, and climbing
- Hand manipulation including grasping, handling, and fingering
- Cognitive and sensory requirements: talking, hearing, and sight necessary for communication and task performance

Closing Date

August 8th or until filled.

How to Apply

Please email cover letter detailing your qualifications for the position and a resume to cfpl.trustees@gmail.com

The start date is as soon as possible.

This is a part-time position (24 hours per week).

The position is open until August 8th or until filled and applications will be reviewed as they are received.