

Posting Date: January 13, 2026

Part Time Reader Services and Programming Specialist

The Chelmsford Public Library is looking for an outgoing and multi-talented professional to assist our engaged and supportive patrons with everything from the latest fiction titles to streaming media to digital literacy. Someone who puts customer service first with a strong commitment to share resources available in the library and online with our library community.

The position works a part-time, 19-hour/week schedule that may include regular evening and/or weekend hours. The main work location is the Main Library, but may include hours at the MacKay branch, the mobile Pop-Up library, and occasional offsite locations.

Primary responsibilities: Provide professional reader services to the community in-person and online. Builds and maintains displays and book lists, provides book talks and programs, and creates regular blog entries. Keeps up to date with reading/ viewing/ listening trends through professional development and popular media. Work regular shifts on the public reader services desk answering patron questions. Provide user and staff instruction for reader services including e-readers and reader-related databases and services. Work with staff to plan and conduct library programs and outreach activities primarily targeted at adults. Assist with collection development.

Candidates must demonstrate strong readers' advisory skills and be comfortable with a variety of web applications and social media. Should have solid technology skills, including web tools, social media and mobile platforms. Must have strong customer service and reference skills. Experience with NoveList and LibraryAware a plus.

Please visit the Library website for the full job description.

Salary range: \$25.74 per hr. - \$42.85 per hr. in 10 steps, depending on qualifications.

Qualifications

- Master's degree in Library Science preferred. Other college degree with relevant experience considered.
- At least one year of experience in a public library preferred, especially in reader and/or programming services.
- Demonstrated commitment to library and public service.

Application deadline: 2/6/2026, Preferred candidates: 1/23/2026.

How to Apply

Email cover letter, resume and a sample review you have written, to Vickie Turcotte, Assistant Director, Chelmsford Public Library at vturcotte@chelmsfordlibrary.org

This is a non-benefitted position and is represented by the Chelmsford Federation of Teachers, Local 3569. The Town of Chelmsford is an EEO/AA Employer. Any person who needs assistance in fully participating in the application process should contact the Town of Chelmsford Personnel Department. We value diversity in backgrounds and experiences and are committed to an accepting and supportive work environment.

Our Library and Community: A fun and rewarding place to work! We have highly engaged residents and Town counterparts who support the library in visible ways. Our staff, Trustees, and Friends are excited to turn new ideas into reality, and we're not afraid to try things out. We have welcomed many vibrant new librarians in the past few years as other staff grew into new positions; we support professional growth and cultivate an environment of mentorship and inclusion.