



The  
Frederick  
Gunn  
School

## **PART TIME EVENING LIBRARY CLERK**

**[gogunn.org](http://gogunn.org) | Washington, CT**

The Frederick Gunn School, founded in 1850, is a co-ed boarding and day school for students in grades 9–12 as well as a post-graduate year. Mr. Gunn had a deep appreciation for the natural world, believing that in nature students understand themselves as humans and their place in the world. He took a principled stand against slavery and spurred students (and the town at large) to examine their beliefs. In addition to the habits and skills students will need in college and life beyond, we teach them to follow Mr. Gunn's example: to cultivate wisdom, to be trailblazers, to act with conviction, and to value character as highly as intellect and achievement.

Our continuous focus on moral character development intentionally engages all members of our school in the work of creating an inclusive and equitable living and learning ecosystem. Community and citizenship are at the heart of our aspiration to both social justice and academic excellence, with individual diversity integral to the strength of that community. When we embrace difference and pursue school life with respect, equity, and compassion, we build a foundation for engaged citizens.

In keeping with the tenets of our founder Frederick Gunn, who was himself a prominent abolitionist and progressive educator, The Frederick Gunn School seeks to provide a pluralistic learning environment for all inclusive of (but not limited to): culture, ethnicity, gender identity or expression, national origin, learning differences, physical difference, political affiliation, race, religion, sex, sexual orientation, and socioeconomic differences.

We invite applicants who resonate with our mission and who will foster an environment of cultural and intellectual richness and an active participant in advancing equity and inclusion.

### **Summary**

The Frederick Gunn School is seeking friendly and self-motivated applicants to join the Tisch Family Library as an evening library clerk. This student-facing position will provide research and circulation assistance and maintain general library operations during evening study hall hours.

### **Essential Functions**

- Provide circulation, reference and research assistance to students and faculty.
- May assist in the development and implementation of outreach initiatives, selection and processing of materials, and library instruction.
- Responsible for closing the library at the end of study hall.
- Assist with troubleshooting in house technology. Refer problems to the IT team as needed.
- Provide supervision of the evening library study hall to maintain an academic environment. Total hours are flexible but the range is 12–16 hours per week, covering Monday through Thursday.

### **Qualifications**

- Bachelor's degree and relevant work experience or a combination of equivalent education and experience. Students in MLS degree programs are encouraged to apply.
- Close attention to detail and ability to work in a noisy, user-centered environment.
- Positive attitude towards adolescents.
- Work environment is that of a typical library, with occasional moderate to heavy lifting of books and other materials.

### **To Apply:**

To apply, please send a cover letter, resume, and three professional references (references will not be contacted without notifying you) to the Director of Library and Archives, Moira Conlan at [conlanm@frederickgunn.org](mailto:conlanm@frederickgunn.org). Application materials are being accepted immediately, and qualified applicants will be invited to interview on a rolling basis.

*The Frederick Gunn School is an Equal Opportunity Employer. Except in cases of a bona fide occupational qualification or need, or except as otherwise permitted or required by law, The Frederick Gunn School does not discriminate against applicants for employment on the basis of race, color, religious creed, age, sex, marital status, pregnancy, sexual orientation, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability or physical disability, gender identity or expression, genetic information, victims of domestic violence or any other protected class status under applicable law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment. Position announcements are intended to describe the general nature and level of work performed by employees assigned to the job title and the education and skills required. Descriptions are not intended to be a complete list of all responsibilities, duties and skills that are required or may be required in the future.*

*BACKGROUND SCREENING: The Frederick Gunn School conducts background checks on all job candidates upon acceptance of a contingent offer, which includes using a third-party administrator to conduct the checks.*

### **Core Values**

#### Integrated Humans

Thriving people learn to integrate the intellectual, the physical, the spiritual, and the emotional through an examination of the place of each, discernment about their relative role, and a commitment to balance and flourishing.

#### Hopeful Faculty

We prize faculty who believe resiliently, optimistically and with good humor in the students' and faculty's collective ability to grow and learn; know their discipline and practice, and understand character development. A faculty oriented around these principles will earn the confidence of students and create a place of purpose and fun where faculty and students want to be.

#### Learning Ecosystem

Thriving communities recognize the interdependent nature of their parts. Therefore, The Frederick Gunn School is a school that champions the interdisciplinary and inter-experiential nature of life and learning – one that incorporates the outdoors, athletics, and arts, as well as academics, into everyday life.

#### Moral Character Development

We are a school that nurtures Mr. Gunn's belief in character as the driving force in a

life well-lived, and that character emerges through the intentional pursuit—in knowledge and practice—of what is good, right, true, sustainable, and beautiful.

#### Engaged Citizens

The Frederick Gunn School is a school that, despite growing cultural apathy, cynicism, consumerism and distraction, produces people who care deeply - who become wise, engaged, active citizens.