

NOTICE OF POSITION

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Department: Children's and Parents' Services
Job Title: Library Page
Job Notice #: 011024-P
Date Posted: 01/10/24
Closing Date: 01/19/24
Approximate Starting Date: 02/07/24

Description of Duties

- Shelve and shelf read all materials in collection
- Keep the department neat and organized
- Assist patrons with the use of copiers
- Set-up, clean-up and assist in programs
- Travel to off-site locations to assist with programs or projects
- Work with librarians on special projects and displays
- Other duties as assigned

Qualifications/Skills Required

- Must be able to perform physical labor involved in shelving books, setting up programs and displays, pushing carts and maintaining the organization of the department
- Ability to work well with others, including the public
- Dependable and punctual
- Available to work 9 am – 6 pm weekdays, in addition to occasional weekend hours as assigned. Weeknight and weekend availability a plus.
- Preference given to residents of the William Floyd School District
- Applicant must be at least 16 years of age; Applicants under 18 must have **working papers**

Preferred Qualifications/Skills

- Computer experience
- Artistic skills, while not necessary, are a plus
- Works well with children

Starting Salary

\$16.00 per hour

Hours Available

Approximately 9-15 hours per week will be available.

Applications must be emailed to businessoffice@communitylibrary.org

The Mastics-Moriches-Shirley Community Library does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.