

***Mastics-Moriches-Shirley Community Library
Reference & Adult Services Department***

Notice of Position

Job Title: Library Page

Date Posted: 07/15/24

Approximate Starting Date: 08/07/24

Job Notice:

Closing Date: 07/29/24

Please note that only candidates being considered will be contacted.

Description of Duties:

- Shelve and shelf-read all materials in collection
- Keep the department neat and organized
- Travel to off-site locations and assist with programs
- Assist patrons with the use of copiers, fax machine, and microfilm machines
- Assists with projects, displays, and inventory of collection
- Assist in programs; responsible for set-up, clean-up and taking attendance at programs
- Other duties as assigned
- Applicants must be able to work at least 12-20 hours per week and must be *available for morning and weekend shifts*. Afternoon, evening hours and holidays as assigned.
- Applicants must be available to work at all of the Library's Branches

Qualifications Required:

- Must be able to perform physical labor involved in shelving books, pushing of carts, and maintaining the organization of the area
- Ability to work well with others
- Must be energetic, organized, and willing to learn
- Dependable and punctual
- Preference will be given to residents of the William Floyd School District
- Applicants must be 16 years of age or older, and have working papers

Preferred Skills

- Artistic skills, while not necessary, are a plus

Salary: \$16.00 per hour

Applications must be emailed to employment@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 the employment or the provision of services.