

NOTICE OF POSITION
Mastics-Moriches-Shirley Community Library
Literacy Department

Job Notice # 428280 **Job Title:** Part Time Community Service Worker
Date Posted: 09/02/24 **Closing Date:** 09/17/24 **Starting Date:** 09/25/24
Please note that only candidates being considered will be contacted.

Description of Duties:

Literacy community service aide will be responsible for, but not limited to, performing the following activities in the Literacy Department:

- Execute enrichment activities for children, 18 months to 4 years old, who accompany parents/caregivers to English as a New Language classes
 - craft projects, music and movement, games, and more
- Conduct *Family Literacy* lessons and story time with children and their parent/caregiver
 - support parents in their role as their child's first teacher
- Provide information to patrons about library and outreach agencies through speaking engagements and meetings of community organizations
- Assist patrons in filling out forms for services and explains procedures while working collaboratively with a team of coworkers
 - Assist with in-house and off-site literacy programs, events, and outreach
 - Act as a liaison between the Literacy Program Volunteer Coordinator and others to ensure information is up-to-date
- Available for **morning** shifts, **Monday through Friday**, up to **17.5 hours** per week

Qualifications:

- Experience and knowledge of early childhood education preferred
 - Ability to work well with children, 18 months to 4 yrs., and their parent/caregiver
- Passion for working with diverse populations
- Excellent customer service and communication skills
- Organized, punctual, and dependable
- Preference is given to William Floyd School District residents
- Applicant must be 18 years of age or older and have a high school diploma or GED

Starting wage: \$22.00 per hour

Necessary Special Requirement: Employees, at the time of appointment and during employment in this title, may be required to possess a valid license to operate a motor vehicle in New York State.

Applications may be returned in person to the Business Office during library hours, or scanned and emailed as an attachment 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 employment or the provision of services.