

NOTICE OF POSITION

Mastics-Moriches-Shirley Community Library: **Literacy Department**

Job Title: Part Time Library Page

Job Notice # LP4121p

Date Posted: 12/19/24

Closing Date: 01/03/25

Starting Date: 01/21/25

Please note: only candidates being considered will be contacted

Description of Duties:

A library page will be responsible for, but not limited to, performing the following activities in the Literacy Department:

- Perform a variety of tasks to support Literacy office programs and library operations
- Assist with in-house and off-site literacy programs, events, and outreach
- Help Literacy patrons with class information and intake
- Assist with office tasks, projects, displays, flyers, etc.
- Maintain inventory and supplies for programs; organize and restock
- Tidy and dust book shelves, maintain alphabetical/numerical order
- Operate office equipment such as computer (MS Office 365), library software, copy machine, camera, etc.
- Work approx. 16 hours per week, some flexibility required:
 - **Afternoon/evening and weekend shifts, some holidays**

Qualifications Required:

Applicants must be 16 years of age or older and have working papers.

Preference is given to William Floyd School District residents.

- Physical labor involved in restocking office and program supplies, for example, pushing book carts, stocking shelves, packing and unpacking supplies, organizing, etc.
- Good customer service and communication skills
- Ability to work well with a diverse staff and population of patrons
 - Proficiency in a language(s) other than English is a plus
- Organized, punctual, and dependable
- Solution oriented and motivated to learn

Starting wage: \$16.00 per hour

Applications may be returned in person to the Business Office drop-off box during library hours, by fax 631-399-1518, 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.