

**MASTICS MORICHES SHIRLEY**  **COMMUNITY LIBRARY**  
[www.communitylibrary.org](http://www.communitylibrary.org)  
**PUBLIC POSTING**

DEPT: TEEN SERVICES  
JOB NOTICE NUMBER: TSD21225P  
CLOSING DATE: March 5, 2025

JOB TITLE: PART-TIME LIBRARY PAGE  
DATE POSTED: February 19, 2025  
APPROXIMATE START DATE: March 19, 2025

*Applicants should be available to work 12-16 weekday hours per week: afternoons (1:00 PM - 5:00 PM) and evenings (5:00 PM - 9:00 PM), and weekends as assigned.*

**RESPONSIBILITIES:**

- Shelf and arrange materials in the collection, alphabetically and numerically
- Assist teen patrons with basic computer, internet, and audio/visual equipment usage
- Maintain a neat and organized department
- Set up, assist with, and clean up after Teen Services Department programs
- Work with librarians on special projects and displays
- Travel to off-site locations to assist with programs or projects
- Other duties as assigned

**QUALIFICATIONS:**

- Dependability, punctuality, professionalism, and strong problem-solving skills
- Excellent customer service and communication skills
- Strong organizational skills and ability to follow detailed instruction
- Ability to perform physical labor involved in shelving books, setting up programs and displays, pushing carts and maintaining the organization of the department
- Basic technology skills
- *Preference will be given to residents of the William Floyd School District*

**Applicants must be at least 16 years of age.  
Applicants under 18 must have working papers.**

**Starting Salary: \$16.50/hour**

Applications must be emailed to [employment@communitylibrary.org](mailto:employment@communitylibrary.org)

Only candidates being considered will be contacted. *The Mastics-Moriches-Shirley Community Library does not discriminate on the basis of race, color*