

Part-Time Children's & Teen Library Assistant Licia & Mason Beekley Community Library – New Hartford

The Beekley Library is looking for a customer service oriented, part-time assistant to work with children and teens. Circulation and reference duties included. Hours will vary depending on programming and staffing needs. The candidate must be available to work Saturdays and Sundays. Knowledge and experience with Microsoft Office products required. Library experience and tech knowledge preferred. 8-10 hours per week, 2 weeks paid vacation after 1 year, earned sick time. \$16.00 will be the starting rate of pay.

Please see the full job listing below for additional details. Apply by November 24, 2023. Start date on or around December 5, 2023.

Please drop off or email completed job application and resume to: jfrancini@beekleylibrary.org

The Beekley Library observes and promotes a policy of equal opportunity employer. All employment decisions are based on legitimate employment-related criteria such as, skills, abilities, attitude and contribution to the Beekley Library. The Beekley Library is a drug free workplace.

Full job listing

Duties may include but are not limited to the following:

Collection Development

- Selecting and weeding the children's collection using standard selection and evaluation tools
- Knowledge of children's literature and critical review sources
- Responsible for overall appearance and upkeep of children's room

Programming

- Be willing to prepare and conduct story times for children aged 0-6 years
- Assisting the Director/Children's Librarian in selecting, booking, publicizing, developing, and implementing programming including Summer Reading Program
- Create crafts to coordinate with programs

Outreach

- Assist in outreach programs to local schools

General Circulation and Reference Duties

- Handle all aspects relating to tasks on the public service desk including but not limited to:
- Circulation functions such as check in, check out and renewal of library materials
- Process new library cards
- Pull items for patron reserves
- Assist patrons with faxes, copier and computer printing
- Reshelve books, movies, audio books, and music CDs
- Schedule use of Conference Room
- Provide assistance to patrons with databases, internet use, technology skills
- Program preparation including setting up chairs and equipment and cleanup
- Implement changes in physical space and collection
- Light building maintenance
- Register patrons for programs and events
- Shelf-read library collections
- Attend and participate in staff meetings
- Troubleshoot hardware and software problems
- Must be able to lift 25 pounds