

Job Notice Number: TSD053118P

Date Posted: June 7, 2018

Job Title: Library Page

Starting Date: July 5, 2018

Department: Teen Services

Applications accepted until: June 21, 2018

Description of duties

- Shelve and organize all the materials in the teen collection and keep the department neat and organized
- Set up and clean up programs
- Work with librarians on special projects and displays
- Set up and assist at our Video Game program
- Work offsite in the community outreach programs

Qualifications/Skills required

- Must be able to perform physical labor involving shelving books, setting up programs and displays, pushing carts and maintaining the organization of the department;
- Must be able to get to work sites such as the Library, High School and Mastic Recreation Center;
- Dependable, punctual, with excellent team work and customer service skills;
- Must be able to work Thursdays 6-9pm and Fridays 3:30-7:30pm in addition a flexible work schedule that can accommodate afternoons, evenings and weekends;
- Preference given to residents of the William Floyd School District;
- Applicants must be at least 16 years of age; applications under 18 must have working papers;
- Able to set up video game consoles;
- Bilingual applicants encouraged;
- Artistic skills, while not necessary, are a plus.

Starting Salary and Hours Available

\$11.00/hour, with 10-12 hours/week

Applications can be printed from <https://www.communitylibrary.org/About/application.pdf>, and must be accompanied by a cover letter and resume. Please note that only candidate being considered will be contacted.

Applications may be turned in person to the Business Office drop off box during library hours; by fax 631-399-1518; or scanned & emailed as an attachment to: businessoffice@communitylibrary.org

The Mastics-Moriches-Shirley Community Library does not discriminate on the basis of race, color, national origin, sex, religion, age or disability or the provision of services.

