

# NOTICE OF POSITION

## MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

*Please note that only candidates being considered will be contacted.*

Job Notice #: 110918P

Job Title: Library Assistant, 15-17 1/2 hours per week

Date Posted: 11/09/2018 Closing Date: 11/23/2018 Start Date: 12/03/2018

The Children's Department of the Mastics-Moriches-Shirley Community Library seeks a part-time Library Assistant who believes with a passion that the most important thing a parent can do to ensure their children's success is to talk, read, sing, play and write with them from birth on.

If this describes you please apply:

- You believe your purpose is to support parents in their role as their child's first teacher
- Developing, promoting and running programs centered around books, reading and engaged learning sounds exciting to you
- You enjoy working as part of a team, collaborating with coworkers and community members on projects and programs
- You are eager to work with diverse populations

The Library Assistant will:

- Prepare and conduct literacy enrichment programs for children birth-12 years, including those for whom English is their second language
- Recommend titles of book and non-book materials for addition to collection and use in programs
- Conduct library visits for grades K-6
- Prepare and conduct STEM and Maker programs for children birth-12 years
- Demonstrate and explain digital resources the library has to offer to patrons
- Assist with preparation for and presentation of library programs and special events
- Represent Children's and Parents' Services and Library at outreach programs
- Perform other tasks in accordance with specialized background and skills

Qualifications:

- Bachelor's degree (4 year college degree)
- College coursework in early childhood education preferred
- Ability to work well with children, birth to 12 years, and the adults who live and/or work with this population
- Passion for working with diverse populations
- Good oral and written communication skills
- Ability to use library technology, including Web 2.0 tools
- Ability to work flexible schedule, including evenings and weekends

Salary: \$18.16 – \$22.99 per hour based on experience and education

Applications may be returned in person to the Business Office drop-off box during library hours; by fax [631-399-1518](tel:631-399-1518); or scanned and emailed as an attachment to [businessoffice@communitylibrary.org](mailto: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 in employment of the provision of services.

