

***Mastics-Moriches-Shirley Community Library
Reference & Adult Services Department***

Notice of Position

Job Title: Library Page

Date Posted: 12/03/24

Approximate Starting Date: 01/08/25

Job Notice: 242511p

Closing Date: 12/17/24

Please note that only candidates being considered will be contacted.

Description of Duties:

- Shelf and shelf-read all materials in collection
- Keep the department neat and organized
- Travel to off-site locations and assist with programs
- Assist patrons with the use of copiers, fax machine, and microfilm machines
- Assists with projects, displays, and inventory of collection
- Assist in programs; responsible for set-up, clean-up and taking attendance at programs
- Other duties as assigned
- Applicants must be able to work at least 12-20 hours per week and must be *available for morning, afternoon, and weekend shifts*. Evening hours and holidays as assigned.
- Applicants must be available to work at all of the Library's Branches

Qualifications Required:

- Must be able to perform physical labor involved in shelving books, pushing of carts, and maintaining the organization of the area
- Ability to work well with others
- Must be energetic, organized, and willing to learn
- Dependable and punctual
- Preference will be given to residents of the William Floyd School District
- Applicants must be 16 years of age or older, and have working papers

Preferred Skills

- Artistic skills, while not necessary, are a plus

Salary: \$16.00 per hour

Applications must be emailed 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 the employment or the provision of services.