

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

**Job Title: Library Page**

**Job Notice: 09152025P**

**Date Posted: September 20, 2025**

**Closing Date: October 3, 2025**

**Approximate Starting Date: October 15, 2025**

***Description of Duties:***

- **Shelve 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 and weekend shifts*. Afternoon, 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: \$16.50 per hour**

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

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