JOB DESCRIPTION: SUMMER PAGE

Hourly: Approx. 6 hrs/wk, $10.33/hr

POSITION posted UNTIL FILLED

HIGH SCHOOL STUDENTS ENCOURAGED TO APPLY

Duties and Responsibilities:
- Maintain the appearance and accessibility of the library collection for staff and patrons.
- Assist library staff with various tasks

Tasks:
- Efficiently shelves library materials in the proper place, straightens items
- Evaluate condition of materials and recommends for repair/weeding as necessary
- Maintain general appearance of library by straightening, shifting, cleaning
- Shelf Reading
- Maintain professional behavior appropriate to a public setting
- Maintain library confidentiality regarding patron records
- Assist with library programs under supervision of library staff
- Maintain book displays, remove new stickers
- Cleans Early Literacy Center, computers, and other light cleaning duties
- Aids in closing the library
- Other duties as assigned

Works under circulation staff and directors; no supervisory responsibilities.

Necessary skills and abilities:
- Ability to sort materials alphabetically or numerically and learn library shelving system
- Ability to hustle: work quickly, accurately, and with purpose
- Ability to perform repetitive tasks accurately and efficiently
- Ability to accurately read written materials and follow oral and written instructions
- Ability to work independently and establish effective priorities
- Physical ability to lift up to 50 pounds; ability to push heavy book cart, ability to place materials on shelves above shoulder level and below knee level

Schedule: The library is seeking to hire two summer pages. Evenings and Saturdays. Position runs from May – August 9. High school students are encouraged to apply. Hours may vary with staffing and programming needs and may be increased as necessary for Summer Reading Club or other busy times of year.

Apply by Emailing Resume, Cover letter, and Application as a single PDF to Andrea Estelle, Library Director at:

aestelle@otsegolibrary.org

Employment Application is available on Library Website.