



Job Title: Part-time Library Assistant (Children's Department)

Summary: The Field Library, the public library for the City of Peekskill and Town of Cortlandt, is seeking a creative, flexible and enthusiastic individual for the position of Part-Time Library Assistant in our vibrant children's room. The Library Assistant helps to plan and implement programs and provides reference and readers' advisory services for children and families. *This is a wonderful opportunity for a student working towards an MLS.*

Duties include, but are not limited to:

- Answering reference questions and performing readers' advisory services
- Helping plan, promote, and implement ongoing programs, such as story times, book clubs, Summer Reading Game, and holiday, craft and STEM programs
- Assisting the public with information regarding library materials and equipment
- Selecting materials and helping maintain the collection
- Creating flyers to promote library programs
- Posting on social media, including Instagram, Facebook, Twitter and Pinterest

Knowledge, Skills, and Abilities:

- College degree required
- Bilingual (Spanish/English) fluency preferred
- Strong computer skills required
- Familiarity with children's literature
- Excellent interpersonal, communication and organizational skills
- Ability to develop and maintain a positive working relationship with fellow employees, supervisors and the public

This is a part-time, non-exempt position. Approximately 20 hours per week, starting January, 2019. Must be available to work evenings (until 8 pm) and weekends. Starting salary: \$17/hour.

The Field Library is an Equal Employment Opportunity employer.

Please submit resume and references via email to:

Jody Sitts
Head of Children's Services
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