



The Field Library Job Opening

Job Title: Part-Time Page

Summary: Under the direction of the Head of Children's Services, the Page helps organize the library collection, shelves library materials, prepare the library for programs, and searches library shelves for claims returned items, holds, and missing items.

Essential Job Functions:

- Shelves books, magazines, DVDs, and other library materials according to shelf order.
- Locates library materials and pulls them for holds and interlibrary loans.
- Puts materials on shelves in proper order.
- Assists staff with checking materials for damage and removing worn items from the collection for the librarian to review.
- Sets up crafts, tables, and chairs for library programs and cleans up after programs.
- Assists patrons with printing, scanning, and making copies.
- Straightens up the library prior to closing.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of basic library methods, techniques, and procedures.
- Knowledge of modern office terminology, procedures, and equipment.
- Skill in typing and the ability to do data entry using a computer.
- Ability to maintain library records and carry out library procedures.
- Ability to communicate effectively both orally and in writing.
- Ability to perform close, detailed work involving considerable effort and concentration.
- Possess good interpersonal skills and the ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.

Minimum Qualifications:

- Working on or completed high school degree.
- To be considered for this position an applicant must have working papers.
- Bi-lingual English/Spanish preferred

This is a part-time, non-exempt position.

Approximately 8-10 hours per week.

Starting salary: \$14/hr.

The Field Library is an Equal Employment Opportunity employer.

Please send a cover letter and resume to:

Rosa Villa

Human Resources Administrator

rvilla@wlsmail.org

914-737-0521