

JAMAICA MEMORIAL LIBRARY

Library Assistant-Programs Job Description-Responsibilities

QUALIFICATIONS: High school diploma or GED and two years experience in a related field preferred. Computer literacy required. Community motivated, enjoys helping others, loves books, and is committed to curiosity and learning.

REPORTS TO: The Librarian

POSITION SUMMARY: Assists Library Director with operations, customer service, program planning and delivery

DUTIES AND RESPONSIBILITIES:

- Works Saturdays without direct, onsite supervision.
- Finds coverage for shifts if unable to be here.
- Checks in and out books and other library materials, re-shelves materials and maintains stacks.
- Maintains a cordial and courteous manner on the phone and in person, providing excellent patron services and care
- Respects and protects the privacy and confidentiality of library patrons.
- Assists the librarian with creating flyers, newsletters, and advertising programs.
- Covers for librarian at circulation desk during special events or absences.
- Assists in the promotion, planning and delivery of children's and adult programming.
- Vacuums, cleans restroom, empties trash, dusts every other week.
- Helps maintain a welcoming library environment.
- Other duties as assigned

COMPENSATION: \$18/hour, 16-18 hours per week

To Apply: send your resume and a quick note of interest in an email to librarian@jamaicavtlibrary.org. Position will accept applications until filled. If you don't meet the qualifications but are still interested, please send an email. The best education often is acquired in unexpected ways.