

Part-Time Children's Library Assistant – The Weston Public Library seeks an energetic and customer oriented individual to assist with services and programs in the Library's growing Children's department. Responsibilities for this position include: providing reference and reader's advisory services to children, teens and adults in children's and teen areas; assisting patrons with use of Library materials and equipment; assisting in preparation and maintenance of posters and displays; assisting with preparation for programs; executing children's/teen programs in absence of Librarian; promoting Library use and services to children, teens, and caregivers.

Required Qualifications: Bachelor's degree or the equivalent combination of education and experience. MLS students encouraged to apply. Excellent customer service and interpersonal skills. Knowledge of public libraries and children's and teen literature required. 13 hours weekly: Wednesdays 4PM-8PM, Saturdays 10AM-3PM, Sundays 12PM-4PM. Some flexibility required. Salary: \$13.75/hr (non-benefited).

Applications: Town of Weston applications and a full job description are available online at www.westonct.gov. Applications must be submitted to the Weston Public Library along with a resume and cover letter. Application packages may be mailed to Weston Public Library, 56 Norfield Rd. Weston, CT 06883 or emailed to westonlibrary@westonct.gov. Review of applications will begin December 15, 2017 and will continue until position is filled.

TOWN OF WESTON

PART-TIME CHILDREN'S LIBRARY ASSISTANT

GENERAL STATEMENT OF DUTIES: Provides assistance to Library patrons in the Children's and Teen areas of the Library.

SUPERVISION RECEIVED: General supervision by the Library Director and Children's and Teen Librarian

ESSENTIAL RESPONSIBILITIES:

Provides reference service and reader's advisory service to children, teens and adults within the children/teen areas.

Assists patrons with use of library materials and equipment, specifically public computers and AWE station.

Assists in preparation and maintenance of posters and displays.

Monitors/directs/executes children/teen programs in absence of Librarian, specifically on nights and weekends. This may include but is not limited to movie nights, storytimes, and maker-related programs.

Monitors the conditions in the children's room i.e.: book shelves, games, play area.

Assists librarian in pulling books for displays/storytimes/nursery schools

Promotes library use and services to children, teens, and caregivers.

OTHER REQUIRED RESPONSIBILITIES:

Additional responsibilities as assigned by Children's and Teen Librarian or Library Director.

QUALIFICATIONS AND SKILLS:

Knowledge of public libraries and children's and teen literature.

Knowledge of computer hardware and software.

Ability to follow complex instructions.

Ability to acquire a working knowledge of regulations and procedures pertaining to library responsibilities.

Ability to work collegially with others.

Excellent customer service and interpersonal skills.