

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY NOTICE of POSITION

**Job Notice Number: 100722 - PB**

**Job Title: Part-time Library Assistant**

**Date Posted: 10/12/2022**  
**Starting Date: 11/15/2022**

**Closing Date: 10/25/2022**  
**Dept.: Children's and Parents' Services**

The Children's Department of the Mastics-Moriches-Shirley Community Library seeks a part-time Library Assistant to become a part of our team.

**If this describes you please apply:**

- You believe your purpose is to support parents in their role as their child's first teacher
- Developing, promoting and running programs centered around books, reading and engaged learning sounds exciting to you
- You enjoy working as part of a team, collaborating with coworkers and community members on projects and programs
- You are eager to work with diverse populations
- You are excited by day to day work diversity and change
- You can work daytime and evening hours, as well as a minimum of one Saturday/Sunday per month (additional evening and weekend availability is a plus)

**The Library Assistant will:**

- Assist professional librarians in their daily functions
- Help patrons with many aspects of using the library; finding materials on shelves
- Prepare and conduct literacy enriched AND/OR STEAM and Maker programs for children birth-12 years
- Conduct library visits for grades K-6
- Demonstrate and explain digital resources the library has to offer to patrons
- Represent Children's and Parents' Services and Library at outreach programs
- Perform other tasks in accordance with specialized background and skills

**Qualifications:**

- **Bachelor's degree (4 year college degree)**
- College coursework in early childhood education preferred
- Ability to work well with children, birth to 12 years, and the adults who live and/or work with this population
- Good oral and written communication skills
- Ability to use library technology

**\* Bilingual applicants strongly encouraged**

STARTING SALARY: \$18.16 - \$22.99 per hour based on experience and education (up to 17.5 hours per week)

Application and resume must be emailed to: [businessoffice@communitylibrary.org](mailto:businessoffice@communitylibrary.org) . **Only candidates being considered will be contacted.**

**The Mastics-Moriches-Shirley Community Library does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, in the employment or the provision of services.**