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Position Available: Enrichment & Patron Services Assistant, Part-time

Salary: \$21.00 per hour

Schedule: 20-25 hours per week, plus Saturday rotation

Brookhaven Free Library seeks a part-time Enrichment & Patron Services Assistant to join our customer service-driven team. Our ideal candidate enjoys helping community members of all ages and looks to share their creative talents through the development (and execution) of unique enrichment offerings.

TYPICAL WORK ACTIVITIES

- Interact & engage with patrons in a variety of educational, social, and creative learning opportunities
- Provides informational services including, readers' advisory and digital literacy instruction to patrons of all ages
- Plans, implements and promotes creative enrichment opportunities for patrons of all ages
- Collaborates with colleagues on library initiatives, collection development, and outreach
- Work on other related tasks and special projects as assigned

SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

Enthusiasm for public service; ability to effectively communicate clearly, both orally and in writing; exceptional customer service skills; strong classroom management skills, ability to establish and maintain effective working relationships with coworkers, library patrons, and members of community and professional organizations; courtesy; excellent computer and digital literacy skills; passion for lifelong learning.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in a related field; classroom experience preferred
- Customer service experience
- Proficiency in Microsoft Office and basic computing
- Night and weekend availability is required, flexibility is a plus
- Hands-on experience working with youth and adults

To be considered for the position please email your resume to Anthony Zutter, Patron Services Manager at azutter@brookhavenfreelibrary.org

Interviews will be scheduled on an ongoing basis until the position has been filled. The Brookhaven Free Library is an Equal Employment Opportunity Employer