

Job Description: Library Page

Nature of Work:

The Library Page is a position of responsibility, requiring a person who is able to work independently once library routines are mastered. These skills can be learned through on-the-job training. The Library Page assists in performing basic clerical and library operations. The Library Page is responsible to the Branch Manager. It should be recognized that many, if not all staff members serve in multiple, often unrelated roles. This is standard practice at VBDL.

Responsibilities:

1. Shelve books, magazines, audios, DVDs, and other materials
2. Assist at circulation desk
3. Assist in maintaining the appearance of the library
4. Assist with library programs
5. Read shelves to keep materials in proper order
6. Assist with reference and reader advisory service, including use of electronic resources
7. Other tasks as requested by immediate supervisor

Qualifications:

1. High School diploma or presently attending high school. Must be age 16 years or over.
2. Desire to meet and serve the public in a welcoming and professional manner
3. Ability to learn standard library tasks and procedures and adhere to prescribed routines
4. Ability to maintain sustained attention on repetitive jobs and tasks
5. Familiarity with keyboarding, personal computers, and software, or willingness to learn
6. Ability to work some evening and weekend hours
7. Ability to establish and maintain effective relationship with associates, supervisors, and the public
8. Carry library materials, supplies and equipment weighing up to 30 pounds on a regular and repetitive basis and be able to push carts holding similar materials throughout the work site
9. Ability to read fine print with or without corrective lenses, to lift up to 30 pounds, bend, twist, crouch, kneel and refile library material up to 90 inches in height

Hours and Compensation:

12 hours per week; wage is \$13.50/hour. No benefits. Library is open MTWTh 9-8, F 9-5, Sa 9-3.

To Apply:

Please submit a VBDL application to Elissa Zimmer, ezimmer@vbdl.org, Webster Memorial Branch Manager.