



Port Jefferson Free Library

100 Thompson Street • Port Jefferson, NY • 11777

(631)473-0022 • Fax: (631)473-4765

portjefflibrary.org

TWO POSITIONS AVAILABLE

8 Hour/Week Library Aide & 15 Hour/Week Library Aide

The Port Jefferson Free Library is seeking two enthusiastic and personable Library Aides.

The right candidate will:

- work well independently and also work well as part of a team
- be positive, energetic and a self-starter
- be able to work on your feet for significant stretches of time, carry books and boxes up to 50lbs, push book carts, and bend to lower shelves
- have strong time-management skills and the ability to multitask

Job duties include:

- shelving returned Library materials
- assisting Librarians with projects as needed
- assisting Patrons with copier machines and audiovisual equipment
- helping to set-up rooms for Library events and programs
- flexibility for scheduling

8 hour/week Position Requirements:

- High School Diploma
- Ability to work 8 hours per week or more
- Monthly Saturday and Sunday rotation

15 hour/week Position Requirements:

- High School Diploma
- Ability to work 15 hours per week or more
- Every other Saturday and Sunday rotation

Salary: \$17.01 per hour

Submit resume and application by **Friday, May 30** to
Nikki McGrath, Head of Library Aides at nikki@portjefflibrary.org

Port Jefferson Free Library is an association library with a staff association represented by NYSUT. Benefits include the opportunity to participate in the NYS retirement plan, paid accrued time off and more outlined in the collective bargaining agreement.

The Port Jefferson Free Library does not discriminate in employment or the provision of services.