Port Jefferson Free Library
100 Thompson Street • Port Jefferson, NY • 11777
(631)473-0022 • Fax: (631)473-4765
portjefflibrary.org

POSITION AVAILABLE
Part Time Library Aide

The Port Jefferson Free Library is seeking an enthusiastic and personable Library Aide.

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

Position Requirements:

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

Salary: $17.71 per hour

Submit resume and application by **Friday, November 13** to jennybloom**@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.