



Job Opening

Join Our Team as a Part-Time Children's Library Assistant

Position Overview: Under the general direction of the Head of Youth Services, this position assists the professional staff with providing and promoting a wide range of library programs, services, and instruction to children and their caregivers. The Library Assistant also works on collection maintenance and outreach duties as assigned.

Key Responsibilities:

- Provide reference and readers' advisory services to children.
- Assist patrons with our online catalog and electronic resources, including guiding them in using the Internet and printing.
- Help plan and facilitate engaging programs and events in the children's area.
- Efficiently manage holds and interlibrary loan requests.
- Respond to inquiries from the public in person, over the phone, and electronically.
- Represent the library at community outreach events when needed.
- Participate in special projects as required.
- Other duties as assigned.

Qualifications:

- Bachelor's degree or equivalent experience in a public library setting.
- Proficient in navigating PC office environments, web browsers, and using the Library's Evergreen catalog and Integrated Library System (ILS), with knowledge of mobile devices and Google Suite.
- Strong understanding of modern library science principles and practices, knowledge of bibliographic resources, and familiarity with automated library systems and databases.
- Demonstrated strong customer service, communication, and organizational skills, with the ability to build and maintain positive relationships with patrons and team members.
- Proven ability to work well under pressure, prioritize tasks, and pay attention to detail.
- Public service orientation with an understanding of children's reading interests.
- Must be reliable and willing to work a flexible schedule.
- Bilingual (English/Spanish) preferred.

Benefits: Include vacation, sick leave, membership in the NYS Retirement System, 401(k) options, and other voluntary benefits.

Compensation: \$24-\$26 per hour, depending on qualifications and experience.

This is a part-time, non-exempt position with the preferred work schedule as follows:

Mon: 9 a.m. to 2 p.m.	Thur: 12 p.m. to 6 p.m.	Sat: 11 a.m. to 2 p.m.
Wed: 10 a.m. to 2 p.m.	Fri: 9 a.m. to 1 p.m.	

Interested candidates should submit their resume and a cover letter detailing their experience and qualifications using the link below:

[PT Children's Library Assistant](#)

Application Deadline: Until the position is filled.

The Field Library is an Equal Employment Opportunity employer.