Job Opening

Join Our Team as a PT Children's Library Assistant!

We are seeking a Part-Time Children's Library Assistant to join our team. Under the direction of the Head of Children’s Services, the successful candidate will assist in providing and promoting a wide range of library programs and services to children and their caregivers. Additionally, you will work on collection maintenance and outreach duties as assigned.

Key Responsibilities:

- Provide information and readers' advisory services.
- Assist patrons with accessing electronic resources on library or personal devices.
- Plan and assist at programs and events.
- Fulfill holds and interlibrary loan requests.
- Other duties as assigned.

Required Skills:

- Ability to work well under pressure and prioritize tasks.
- Excellent customer service, communication, and organizational skills.
- Comprehensive knowledge of library-related technology, online database systems, and bibliographic tools.
- Ability to build and maintain positive working relationships
- Good understanding of modern library science principles and practices.

Minimum Qualifications:

- Bachelor’s degree or equivalent experience in a public library setting
- Knowledge and experience using an automated library system and databases
- Highly desired but not required: Spanish language skills

This is a 20-25 hour-per-week part-time position. Some nights and weekends may be required.
Starting Hourly Rate: $23.00

The Field Library is an Equal Employment Opportunity Employer.

Please send a cover letter and resume to the below contact or submit it using the link below:

https://form.jotform.com/242175234024144

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