



Position Title: Library Assistant - Part Time - Occasional

Interested in building and encouraging a lifelong love of literacy and learning?
Excited to bring ideas to life through activities and educational opportunities?
Eager to help advance library services across a dynamic library?

Summary

Under the supervision of the Assistant Director, the Library Assistant answers reference and information questions, works with adults, teens, parents, teachers, and children to perform readers' advisory, assists with or runs adult, teen, or children's programs; and assists with library advocacy efforts. The Library Assistant assists patrons using the library; resolves problems; and, acts as a role model for exemplary public service among staff and colleagues.

Schedule

10 to 11 hours per week
Alternating Mondays – 9:30 am to 1 pm
Alternating Fridays – 9:30 am to 1 pm
Saturdays – 10 am to 1 pm
Evenings and weekends as required, schedule subject to change

Qualifications

- Enrolled in, or completion of, AA or BA coursework, preferably in English, Education, or Technology
- Strong interpersonal skills, demonstrated oral and written communication skills, flexibility, and the ability to handle detail orientated work
- Strong commitment to public service and the ability to work well with a diverse audience
- Knowledge and interest in public programs

To apply:

Please send a resume and cover letter to director@ryelibrary.org

Compensation and Benefits

\$32.92 per hour
Benefits include paid sick leave and optional enrollment in the New York State Retirement System.