



2300 Elmwood Ave
Rochester, New York 14618
585-784-5300
www.brightonlibrary.org

TO: All Interested Parties
FROM: Elissa Schaeffer, Children's Services Manager
DATE: January 29, 2019
RE: **Part-Time Librarian Assistant**

Brighton Memorial Library has a ten hour/week opening for a Part-Time Librarian Assistant. This position will provide support for the Children's and Young Adult departments, addressing the needs of the "tween" population (grades 4-8) and will report to the Children's Services Manager. Applications will be accepted until February 15, 2019.

Eligibility

The Part-Time Librarian Assistant is a non-competitive title that requires a bachelor's degree. Preferred candidates will have experience working with children and teens and enthusiasm for supporting this population.

Duties

- Develop and implement programs for grades 4-8
- Assist with existing programs for Children and Young Adults
- Under the supervision of a librarian, provide general reference and reader's advisory to patrons of all ages
- Create and update genre booklists
- Provide Children's and Young Adult departments outreach to community groups
- Assist in maintenance of library collections
- Other duties as assigned

Skills Needed

- Experience working with children and teens
- Friendly, welcoming demeanor; flexibility, poise, and sense of humor in a busy setting
- Ability to listen well and to communicate effectively, both orally and in writing, to patrons and coworkers of all ages
- Ability to bend to floor and reach overhead with books in hand for shelving
- Ability to assist with lifting full book totes (60 lbs.) and push fully loaded book carts (75 lbs.)
- Ability to work in a team environment

Required Hours

- Fridays, 1:15-6:15 pm
- Remaining shift(s) to be determined with Manager

Salary Schedule

\$22.49-\$29.24 per hour in six steps

Environment

Progressive, friendly, recently redesigned library serving a diverse, well-educated community

Instructions to Applicants

Submit via email (elissa.schaeffer@libraryweb.org) or USPS to Elissa Schaeffer, Children's Services Manager:

- Completed Brighton Memorial Library application
- Brief letter of interest
- Resume
- Three professional references with contact information

Statement of Non-Discrimination

Brighton Memorial Library welcomes job applications from qualified individuals without regard to race, color, religion, sex, national origin, age, disability, ancestry, family care status, veteran status, marital status, sexual orientation or any other lawfully protected status. The Library complies with all federal and state regulations dealing with employment practices.