



Brighton Memorial Library is recruiting a permanent Library Aide and a substitute/on-call Library Aide to work in the Discovery Room. Must be available to work daytime hours and evening hours, plus either Saturdays, 11:45am-4:15pm (Sept.-June) or Sundays, 11:45am-4:15pm, in a 2-to-3-week rotation.

Eligibility

The Library Aide is a non-competitive title. It requires a high school diploma or GED.

Duties

- Provides public service in the Discovery Room
- Creates and oversees craft projects
- Maintains Discovery Room by cleaning/disinfecting toys and general organizing
- Assists patrons with PC/iPad activities
- Other duties as assigned

Skills needed

- Friendly, welcoming demeanor and poise in a busy setting
- Ability to listen well and to communicate effectively, both orally and in writing
- Attention to detail and accuracy
- Ability to bend to floor and reach overhead to organize the Discovery Room

Desirable Experience and Qualities

- Genuine liking, respect, and enthusiasm for children
- Experience working with caregivers and children of all ages
- Familiarity with computers and tablets
- Flexibility in scheduling

Salary

\$15.05 to \$19.20 per hour in six steps based on performance for the permanent Library Aide

\$15.05 per hour for the substitute/on-call Library Aide

Environment

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

Statement of Non-Discrimination

Brighton Memorial Library is an equal opportunity employer and will not discriminate against any applicant on the basis of age, sex, color, religion, marital status, national origin, political affiliation, handicapped status or sexual orientation.

Instructions to Applicants

Qualified applicants should respond in writing to Elissa Schaeffer, Children's Services Manager, Brighton Memorial Library, 2300 Elmwood Ave, Rochester, NY 14618, or via email at elissa.schaeffer@libraryweb.org no later than Friday, September 8, 2023. Please enclose or attach:

1. A letter of interest
2. Resume
3. Completed Brighton Memorial Library application available at www.brightonlibrary.org; and
4. The names, titles, and phone numbers of three employment references.