

BRIGHTON MEMORIAL LIBRARY

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

TO: All Interested Parties
FROM: Deena Viviani, Circulation Services Manager
DATE: August 9, 2023
RE: **Part-Time Library Aide**

Brighton Memorial Library has an opening for a Part-Time Library Aide to provide service to the public at the Circulation Desk and assist with our Partners in Reading with Seniors (PIRS) Program. This position reports to the Circulation Services Manager.

Eligibility

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

Duties

- Provides public service at the Circulation Desk (approximately 12 hours/week)
 - Charges materials out for patrons and processes their returns
 - Collects fines and bills; operates the cash register and credit card machine
 - Registers, issues, and updates patrons' library cards
- Assists with the PIRS program (approximately 5 hours/week)
 - Delivers/picks up library materials from homebound seniors
 - Assists with PIRS Meet & Greets
 - Does PIRS outreach at senior centers
- Other duties as assigned

Skills Needed

- Applicants with library and/or CARL X experience preferred
- Friendly, welcoming demeanor; flexibility, poise, and sense of humor in a busy setting
- Ability to listen well and to communicate effectively both verbally and in writing to patrons and coworkers of all ages
- Accuracy and good attention to detail
- Good math skills and experience in processing payments/using a cash register
- 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
- Must have a valid driver's license and regular access to a vehicle

Hours

Approximately 17.5 hours per week; regular weekly shifts during the following times:

Sundays (11:45am-4:15pm)

Wednesday afternoons (1-6pm)

Thursday evenings (4:30-8:15pm)

Friday afternoons (2-6:15pm)

Salary

\$15.05/hour

Environment

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

Instructions to Applicants

Please submit by August 23, 2023:

- A completed Brighton Memorial Library application (available on our website)
- A brief letter of interest
- Your resume
- Three professional references with contact information

Materials may be sent via email (deena.viviani@libraryweb.org) or USPS to Deena Viviani, Circulation Services Manager.

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.