Part-time Library Assistant, Children’s Services

Henry Carter Hull Library is seeking a friendly, creative, energetic, tech-savvy individual to join our team. The ideal candidate will have experience working with children and enjoy providing age-appropriate activities, crafts, and programs for children from birth-age 12. They must have excellent customer service skills and the ability to communicate effectively and courteously with families and staff. Must be dependable, flexible, and able to adhere to a work schedule. The ability to work independently as well as part of a team is essential. Bilingual English/Spanish speakers are strongly encouraged to apply.

Responsibilities include, but are not limited to:
- Covering the children’s desk (checking materials in/out, answering phones, shelving, shelf reading, making recommendations, completing side jobs, opening/closing duties, etc.)
- Helping patrons in person and over the phone.
- Providing reference services and reader’s advisory.
- Assisting with planning, promoting, and implementing programs for children.
- Assist in the development and maintenance of children’s collection and displays.
- Technology support and troubleshooting
- Covering the adult circulation desk, as needed
- Opening and closing duties according to protocol.
- Light cleaning (dusting, wiping shelves, counters, tables, toys, etc.)
- Perform other duties as assigned.

Qualifications:
High school diploma or equivalent.
Previous experience working with children is preferred. We will train the right person.
Must have excellent computer and organizational skills.

Physical demands:
Duties require extended periods of standing, walking, and sitting.
Ability to bend and squat to pick up toys and shelve books.
Ability to push book carts and lift up to 50lbs.

Hours: 9-15 per week.

Schedule: Tuesday, Wednesday & Thursday evenings 5:00-8:00pm and 2 Saturdays per month in rotation, 10:00-4:00pm, potential to work extra hours on call.

Pay: $16.50

Deadline: May 15, 2024.

Email your resume and cover letter to: coralie@hchlibrary.org
No phone calls, please.