An opportunity currently exists in the Adult Services Department for a part-time position of Senior Page. Applicants who meet the requirements below may apply.

Title: Senior Page (Part-Time)

Issue Date: January 10, 2022

Compensation: Starting hourly rate is $13.00/hr

Location: Westfield Memorial Library, Adult Services Department

JOB DESCRIPTION:

The Westfield Memorial Library is seeking an energetic, responsive, and detail-oriented individual to join the Adult Services Department. The successful applicant should have a demonstrated capacity to deal effectively and courteously with all library employees.

RESPONSIBILITIES:

- Displays and organizes newspapers and magazines on a daily and long-term basis;
- Prepares and organizes incoming and outgoing Inter-Library Loan materials;
- Delivers library mail to Town Hall;
- Maintains library flyer display at Town Hall;
- Weeds and shifts books and other library materials;
- Empties outside bookdrops when needed;
- Performs some basic public computer responsibilities;
- Shelves books and library materials as needed;
- Assists with other duties as instructed.
**KNOWLEDGE AND ABILITIES:**

- Basic computer and technology skills;
- Strong organizational skills;
- Strong interpersonal and communication skills;
- Ability to lift and move boxes of books, magazines, and other library materials

**SCHEDULE:**

Schedule consists of Monday, Tuesday, Thursday, and Friday 9AM-1PM, for a total of 16 hours per week.

**NOTICES:**

Equal Opportunity Employer. Employees must comply with the "New Jersey First Act".

**TO APPLY:**

Interested applicants should fill out and submit the application: [https://wmlnj.org/wp-content/uploads/2021/12/WestfieldTownEmploymentApplication.pdf](https://wmlnj.org/wp-content/uploads/2021/12/WestfieldTownEmploymentApplication.pdf) and three (3) references to jschulze@wmlnj.org. Applications will be accepted until the position is filled. Phone calls will not be accepted in response to this job advertisement.