

## **PART TIME LIBRARY PAGE POSITION**

The Westfield Memorial Library is looking for an individual to fill the position of Library Page in the Youth Services Department.

### General Statement of Duties

Responsible for shelving books and other materials and performing related tasks.

### Supervision

Reports to the Head of Youth Services.

### Responsibilities

- Shelves library materials.
- Locates requested items.
- Puts books in order on shelves.
- Assists staff with checking materials for damage and removing them from the shelves.
- Projects a positive and pleasant attitude to the public, including children and their caregivers, and cooperates and maintains an effective relationship with other staff members as part of a team.
- Adheres to library policies and procedures.
- Performs other tasks as requested.

### Qualifications

- Ability to understand and follow oral and written instructions in English.
- Attention to detail and accuracy, including an ability to shelve alphabetically or numerically.
- An awareness of the purposes and functions of the public library and the ability to learn routine library procedures.

### Physical Qualifications

- Ability to push and pull library book trucks filled with books.
- Carry up to 15 lbs. of books across the library.
- Stand for a long time in one area.
- Bend and stretch to reach high and low shelves.

Position is for 10 hours per week, and hours are somewhat flexible. Pay is \$13.00 an hour.

Please complete [on-line application](#) and e-mail it to [apply@wmlnj.org](mailto:apply@wmlnj.org).

The url for the application is:

<https://wmlnj.org/wp-content/uploads/2021/12/WestfieldTownEmploymentApplication.pdf>