

Job Opening at the Blaisdell Memorial Library

Position: Part-time Library Page. High school students ages 16-17 are encouraged to apply.

Description:

Blaisdell Memorial Library is seeking a dedicated and detail-oriented individual to join our team as a Library Page. You will play a critical role in supporting the library's daily operations, ensuring the efficient organization and maintenance of library materials.

Duties:

- Sort books and other library materials
- Shelve books and other library materials
- Shelf read
- Packing and unpacking
- Ancillary duties include photocopying of materials, straightening and tidying

library shelves, tables and lounges and processing and repairing library materials, including typing, taping, labeling, recovering books, cleaning, and inspecting audiovisual materials and equipment

- Interacting with patrons; in-person, via telephone and digitally
- Other related duties as assigned

Qualifications:

Requires experience with computers; Ability to alphabetize; Ability to work with the Dewey Decimal System; Ability to lift heavy boxes, up to 40 lbs.; Must be able to work independently.

Hours:

This position entails at least one night a week and one or two Saturdays per month. We are open Tuesday, 10-5 pm; Wed. & Thurs., 10-8 pm; and Fri. & Sat. 10-2 pm.

Salary:

The salary range is \$11.75 - \$13.00.

To Apply:

If you're interested in applying, please contact the Interim Library Director, Amanda Stevens, via email blaisdellml@comcast.net