



Job Opening

Join Our Team as a Bilingual Children's Library Assistant (Part-Time)

Position overview: Under the general direction of the Head of Youth Services, this position assists the professional staff with providing and promoting a wide range of library programs, services, and instruction to children and their caregivers. The Library Assistant also works on collection maintenance and outreach duties as assigned.

Key Responsibilities:

- Provide reference and readers' advisory services to children.
- Assist patrons with our online catalog and electronic resources, including guiding them in using the Internet and printing.
- Help plan and facilitate engaging programs and events in the children's area.
- Efficiently manage holds and interlibrary loan requests.
- Respond to inquiries from the public in person, over the phone, and electronically.
- Represent the library at community outreach events when needed.
- Participate in special projects as required.
- Other duties as assigned.

Qualifications:

- Bachelor's degree or equivalent experience in a public library setting.
- Proficient in navigating PC office environments and internet browsers to utilize the Library's Evergreen catalog and Integrated Library System (ILS) - mobile devices and knowledge of Google Suite a plus.
- Strong understanding of modern library science principles and practices, knowledge of bibliographic resources, and familiarity with automated library systems and databases.
- Strong customer service, communication, and organizational skills, with the ability to build and maintain positive relationships with patrons and team members.
- Proven ability to work well under pressure, prioritize tasks, and pay attention to detail.
- Demonstrated customer service experience.
- Bilingual (English/Spanish) required; must be reliable and willing to work a flexible schedule.
- Public service orientation with an understanding of children's reading interests.

Benefits include vacation, sick leave, membership in the NYS Retirement System, 401(k) options, and other voluntary benefits.

Compensation: \$24-\$26 per hour, depending on qualifications and experience.

This is a part-time, non-exempt position that requires a minimum of 22 hours per week. The preferred work schedule is as follows:

Mon: 9 a.m. to 2 p.m.
Wed: 10 a.m. to 2 p.m.

Thur: 1 p.m. to 6 p.m.
Fri: 9 a.m. to 1 p.m.

Sat: 11 a.m. to 3 p.m.

Interested candidates should submit their resume and a cover letter detailing their experience and qualifications using the link below:

<https://form.jotform.com/260694273653161>

Application Deadline: until the position is filled.

The Field Library is an Equal Employment Opportunity employer.