

Help Wanted

Library Assistant - Children's Services

Albert Wisner Public Library is seeking a full time Library Assistant for our Children's Services Department.

This position requires working 37.5 hours per week.

Responsibilities include helping to plan and implement children's programs, providing assistance with patron inquiries, and collection development.

Qualifications: Bachelor's Degree with cumulative one year experience planning and conducting programs for preschool and school age children.

We are looking for a person who enjoys working with children and their parents/caregivers, who is flexible and has a sense of humor.

Computer, social media communication skills and a willingness to learn are essential.

Salary is \$37,500. Paid sick time, personal time and vacation time is included.

Hours are: Monday 10:30 - 7:00, Tuesday - Friday 8:30 - 5:00, & one Saturday and one Sunday per month. Schedule may change as needed.

The successful candidate will need to apply to Orange County Civil Service, be approved for a provisional appointment, and ultimately take the Civil Service exam associated with this position.

Please send cover letter, completed application - available at the Children's Desk - and contact information for three professional references to:

Teresa Vela-Hayes
Youth Services Manager
Albert Wisner Public Library
One McFarland Dr.
Warwick, N.Y. 10990
845 986-1047, Ext.4- Fax: 845 987- 1228
E-mail: tvelahayes@rcls.org

Application deadline: open until position filled.