

JOB POSTING – Main Library

LIBRARY AIDE – Teen Department

This person will report directly to the Teen Librarian in the performance of his/her responsibilities. Primary duties are to provide after-school programming support, circulation, clerical tasks, shelving of materials, homework and online assistance, PC monitoring and may include other duties supportive of any department of the Peabody Institute Library. The ideal candidate will possess outstanding customer service and organizational skills and be familiar with working with PCs. The ability to relate to, and positively engage teens in a very busy atmosphere, is required.

This is a part-time position – 12 -16 hours per week; and includes seasonal Sunday rotation (approximately every fifth Sunday 1 p.m. to 5 p.m.) Interested persons should contact Gerri Guyote, Assistant Library Director for more information. Starting hourly rate for new employee in this position is \$12.00 /hour.

This job is posted until filled.

Cc: City Hall – Human Resources
Main Library
South Branch Library
West Branch Library
File

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