

## **Aurora Free Library**

### **Library Assistant Job Posting**

The Aurora Free Library is seeking a creative, dynamic, flexible part-time employee to join our team. The candidate will work at the circulation desk, help in the selection of materials and assist in programming. The individual will be an organized, creative, and detail-oriented person who will help assess community interests and select materials and devise and administer programs based on those findings.



#### Primary responsibilities:

- Provide a full range of library services to patrons including assisting with registering patrons for library cards, material selection, on-line catalog services, interlibrary loan, reference and downloadable training
- Assist in collection development including acquisitions, cataloguing, and weeding
- Work with the Director to design, implement, promote, and assess programming, including the summer reading program
- Work with the Director to maintain and expand the library's social media presence
- Plan and conduct weekly visits from local school

#### Requirements:

- Excellent communication and customer service skills
- Ability to work independently and as part of a team
- Computer proficiency and ability to create publications
- Ability to author and navigate social media and online platforms
- Knowledge of Southern Cayuga Community
- Experience working with youth preferred
- Ability to lift up to 30 pounds, bend, squat and stretch above head on a regular basis

#### Schedule:

- Position will begin around March 1<sup>st</sup>
- Position is 15-20 hours a week, including some evenings and Saturdays

#### Compensation:

Dependent on experience and qualifications

***Please send letter of interest, resume and contact information for 3 references to: Sandra Groth, Library Director at [aurorafreelibrarycny@gmail.com](mailto:aurorafreelibrarycny@gmail.com)***

*Review of applications will begin immediately.*

1/19/2024