

## **Library Summer Teen Job Description- 2023**

### **Southworth Library, Dryden**

The Southworth Library Teen pages will be employed through Dryden Youth Services Youth Employment program and will work with the Southworth Library staff. Library Pages are important to help keep the library running smoothly and comfortably for library users. Pages will help with many of our summer programs as well as some of the daily library tasks.

#### **Hours and pay:**

Pages will work ~10 hours/week as scheduled with the Library Director. Hours may include any time within library open hours as well as those required for special programs, with variance each week as needed. NOTE:

The library hours are Monday to Friday from 10 am to 6 pm and Saturday from 10 – 2:00

Pay will be New York State minimum wage (\$14.20/hr).

#### **Job Responsibilities:**

- Assistance with programs and special events as required by the director or other staff members or presenters.
- Material retrieval and shelving
- Minor repairs to library items including audio/visual materials.
- Shelf reading duties and general maintenance of library stacks
- Customer interaction and assistance in identifying or locating materials.
- Maintenance of publicity and bulletin boards and decorations and posters
- Support, promote, and implement library policies and procedures.
- Maintains confidentiality in dealing with patron information.
- Clerical responsibilities including mail, supply inventory and statistical data input with training provided for work using EXCEL, Word and Publisher

#### **Qualifications:**

Must be at least 14 years old and have Working Papers

Must live in the Town or Village of Dryden

Must be willing to learn new skills.

Must come with a good attitude!

Must be able to work flexible hours as scheduled with the Library Director

Must be able to meet the physical demands of the job.

#### **Helpful skills:**

Familiarity with OPAC, on-line public access catalog

Familiarity with the Southworth Library

Knowledge of Microsoft Office products, CANVA and Google Suite

#### **Work Expectations:**

- It is the student's responsibility to arrive at work on time and/or make arrangements if not possible
- If student can't see more library work to be done, must ask staff for assignment.
- Student must refer all reference questions to adult staff.
- If patron has a question or complaint, student must refer to adult staff.
- No prolonged chatting with friends or patrons.
- Student must be pleasant and courteous to patrons and library supervisors at all times.