

Part Time: Library Assistant Needed

Job Posting: 12/11/2023

Quogue Library

Join our team of dedicated library staff. We seek a friendly, positive, and kind Library Assistant to perform circulation duties and reader's advisory.

The majority of these hours are assigned to our main service desk, but the position may require some Adult programming set up/take down assistance.

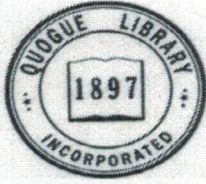
Required Skills and Qualifications:

- Must have Sierra knowledge/Library Market knowledge a plus
- Track record of excellent customer service with strong communication skills
- Detail oriented and organized.
- Able to respond to constructive criticism.
- Flexible and a team player are a mandatory requirement.
- Knowledge of computer technology, and hand-held devices.
- Proven ability to establish and maintain effective relationships with co-workers, management and the public.
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 - Ability to lift 40 pounds.
 - Some misc. projects maybe assigned.

Starting Salary - \$19.00/hr. (14 hours a week, some weekend days) Compensation will be based on experience.

Simple IRA/Vacation/Sick/Personal Day Benefits.

To apply, please send your resume and cover letter to info@quoguelibrary.org by February 20th, 2024.
Attention: Elizabeth/ Head of Patron Services



Job Posting: 12/11/2023

Children's Librarian Needed (PT)

Quogue Library, 21 hours a week, some weekend days required

Starting at \$33.00/hr. – competitive salary commensurate with experience.

Join our team of dedicated library staff. We seek a skilled Children's Librarian dedicated to inspire with knowledge of current trending programming and community outreach. Please visit our website at Quoguelibrary.org to learn more about our library and our community.

Qualifications:

Track record of excellent service to families and children with strong communication skills.

Strong commitment to STEM education and programming focused on current trends.

Organized and likes working with all ages.

Familiar with Sierra.

Demonstrated understanding of collection development.

Track record of good working relationships and team building

Strong knowledge of children's literature

Responsibilities include;

Plan, organize and facilitate programs for families and children ages 0-18.

Support Children's Department social media and marketing efforts.

Maintain and report statistical data.

Lead our children's department team.

Service and circulation work including helping our youngest patrons with technology, readers' advisory check-in/check-out, and patron account issues.

Share outreach to the community and networking with our school systems.

Education and Experience required;

MLS from an ALA accredited institution

Ability to establish and maintain effective relationships with co-workers, management and the public.

Ability to understand and follow written and oral instructions.

Ability to comprehend and implement practices, policies and procedures.

Ability to stand or sit for duration of shifts, and the ability to lift up to 40 pounds

Please apply by sending your resume with a cover letter to info@quoguelibrary.org

Attention Children's Dept.