



CHILDREN'S ROOM SHELVER (PART-TIME)

New Canaan Library Mission

To be an essential place for lifelong learning and a vibrant hub for knowledge, culture, and connection for everyone in our community

Our Values

Lifelong learning
Community
Inclusion

Overview

This part-time position of up to 10 hours per week, including regular weekend and weekday evening shifts, reports to the Assistant Manager of Family Services.

Role Purpose

New Canaan Library is seeking a friendly, energetic, and extremely detail-oriented person to shelve and organize materials in our busy Children's Room. If you are self-directed, comfortable navigating Library organization systems, able to maintain focus in a highly active environment, and enjoy working on a dynamic, flexible team, then this position may be for you.

Responsibilities

- Sort, organize, and shelve materials in the Library's Children's Room
- Identify damaged items and place them in repair in the Library's computer system
- Tidy the Children's Room and shelf read to ensure that items are placed on the proper shelves
- Collaborate with other team members to achieve maximum efficiency of daily workflow
- Be an ambassador of Library services to patrons and contribute to the delivery of effective services
- Deliver consistently excellent customer service to the public and create a welcoming environment

SKILLS AND ATTRIBUTES

- Attention to detail and diligent work ethic
- Strong customer service and communication abilities
- Organized and self-directed, with the ability to fluidly multi-task
- Reliable and punctual

- Excellent literacy and numeracy skills: Ability to flawlessly alphabetize books and to place them in the correct order using the Dewey Decimal System
- Ability to navigate a complex organizational system with numerous subcategories
- Comfortable performing detailed work in an often hectic, motion-filled, and noisy environment without losing focus—there will be children underfoot, laughing, crying, and asking questions much of the time
- Individuals with a job coach or support provider are welcome to apply

Given that your responsibilities involve working in areas with children, the job is contingent upon completion of a background check.

SALARY

\$15.50/hour

Please send a cover letter and resume to Rebecca Fox, Assistant Manager of Family Services, at rfox@newcanaanlibrary.org. Position(s) will remain open until filled.

Posted February 2023