



# Port Jefferson Free Library

100 Thompson Street • Port Jefferson, NY • 11777

(631)473-0022 • Fax: (631)473-4765

[portjefflibrary.org](http://portjefflibrary.org)

## POSITION AVAILABLE Part-Time Library Aide

The Port Jefferson Free Library is seeking an enthusiastic and personable Library Aide.

The right candidate will:

- work well independently and also work well as part of a team
- be positive, energetic and a self-starter
- be able to work on your feet for significant stretches of time, carry books and boxes up to 50lbs, push book carts, and bend to lower shelves
- have strong time-management skills and the ability to multitask

Job duties include:

- shelving returned Library materials
- assisting Librarians with projects as needed
- assisting Patrons with copier machines and audiovisual equipment
- helping to set-up rooms for Library events and programs

Requirements:

- High School Diploma
- Ability to work 15 hours per week or more
- Flexibility for scheduling, mostly evening shifts currently available
- Every other Saturday and Sunday rotation

***Salary: \$17.01 per hour***

Submit resume and application by **Friday, November 8** to  
Nikki McGrath, Head of Library Aides at [nikki@portjefflibrary.org](mailto:nikki@portjefflibrary.org)

Port Jefferson Free Library is an association library with a staff association represented by NYSUT. Benefits include the opportunity to participate in the NYS retirement plan, paid accrued time off and more outlined in the collective bargaining agreement.

*The Port Jefferson Free Library does not discriminate in employment or the provision of services.*