

## **Southwick Public Library**

### **Job Description**

#### **Library Page**

#### **Supervision**

The Library Page reports to the Assistant Director and the Children's and Young Adult Librarians for assignments. The Library Page performs the duties of the positions under the direct supervision of library staff and under the general supervision of the Library Director.

#### **Essential Duties and Responsibilities**

Shelves returned books and reads shelves for accuracy.

Helps to prepare materials for craft activities.

Assist with summer reading sign-ups, stamping logbooks and distributing prize coupons.

Directs patrons to the appropriate staff members to provide reference assistance or reader's advisory assistance.

Performs other duties as required or duties as assigned by the Assistant Director and the Children's and Young Adult Librarians.

#### **Education and Prior Work Experience**

Required: A high school diploma or high school equivalency.

Preferred: 1-2 years of library work as a page or volunteer.

#### **Special Knowledge/Abilities for Position**

- Interpersonal and customer service skills
- Flexible work schedule
- A demonstrated interest in library services

#### **Physical Requirements**

The occupant of the position must spend several hours a day walking, standing, and sitting. Activities include moderate to frequent physical exertion in body position and requires moderate to frequent grasping, pulling and pushing of materials as well as fine manipulation associated with the required use of computers. The occupant of this position must be able to lift and move objects up to twenty (20) pounds.

Approved 6/9/2015