

City of Newton Job Posting

Position Title:	Senior Library Assistant/Part Time (Youth Services - Teen)	
Department:	Library	Location: 330 Homer Street
Hourly pay:	\$18.09/hour; Sunday time and a half	Grade: Non-Union
Department Head:	Jill E. Mercurio, Director	
Date of Notice:	Position open until filled	

Newton Free Library is seeking an energetic, customer service-oriented person to join our Youth Services team to provide excellent patron service and contribute to a variety of programs and projects that make our library special to many children, families, tweens and teens. Our Youth Services Dept, one of the busiest in Massachusetts, is composed of a children's room and a tween/teen room, serving birth to age 18 and their caregivers and educators. We deliver a wide array of programming and outreach to the Newton community, with nearly 38,000 program attendees last year.

This position is focused on serving our teen and tween patrons, ages 10-18, in our vibrant teen/tween room. Interest in serving this age group is required and preference will be given to candidates who have experience serving this population.

This is an opportunity for an individual with a positive attitude who thrives in an ever-changing fast-paced environment. This position assists patrons at the busy desk in our Teen/Tween area with readers advisory and general patron assistance. Candidates must possess excellent customer service and communication skills, strong organizational skills, have the ability to pay attention to detail, and easily prioritize tasks.

Hours: Every other weekend (Saturday 9-5, Sunday 1-5). (Time and a half pay for Sunday hours). Weekday hours may be available in addition to the required weekend hours.

Qualifications: Bachelor's degree and up to one year related experience and/or training, or equivalent combination of education and experience. Requires good communication skills, positive attitude, the ability to perform detailed tasks accurately and efficiently, and to interact effectively and tactfully with the general public, particularly teens and tweens. Must be able to regularly lift, reach, and push 40 lbs.

Individuals interested in the above position should submit a completed application, resume and cover letter addressed to Jill E. Mercurio, Library Director, using the City of Newton's online application process at

<https://jobs.keldair.com/cityofnewton/jobs/49181/senior-library-assistant-youth-services-for-teen>

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