

Cambridge Community Library
Job Description
Page

The Cambridge Community Library is seeking a friendly, independent, and creative teen individual to join our team as a Page. Responsibilities include shelving, shifting and edging library materials, program assistance, processing new materials, general organization of the building and other tasks as assigned. This is a part time position that averages 4 hours a week with an occasional weekend (Saturday) coverage.

To apply, please fill out an application and send to sseeman@cambridgelib.org, or drop off at the library desk. Please make sure you have the appropriate working papers from your school.

Typical Responsibilities of Position

Under supervision of the Library Director, Library Assistants, and Youth Librarian, this position supports staff by performing tasks as is directed, and working assigned shifts.

The 4 hrs/wk average position's schedule is:

- Tuesdays & Wednesdays, 5-7 pm
- Saturday rotation (9-2), as needed to cover for another Page.

Wage: \$10/hr.

Position Duties

The following duties are normal for this position. They should not be construed as exclusive or all-inclusive; other duties may be required as assigned.

1. Processes new materials after they have been cataloged.
2. Program assistance by way of setting up and breaking down programs and any other assistance needed throughout the program.
3. Shelving, shifting and edging library materials throughout the library as needed.
4. Simple Circulation tasks such as checking in or out materials, picklists or checking for missing or damaged discs.
5. Sorting and boxing donations.
6. Maintaining or straightening up Children's area upon close of the building.
7. Other tasks as needed.

Qualifications

1. Must be able to work the schedule as outlined above
2. Must have a reliable way of getting to assigned shifts on time
3. Detail oriented and organized

Cambridge Community Library

Job Description

Page

Knowledge and Abilities

1. Ability to follow detailed instructions.
2. Ability to operate library business machines properly.
3. Ability to work independently, as well as organize and prioritize work.
4. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.
5. Working knowledge of library methods and procedures.

Minimum Physical Abilities Required to Perform Job

1. Bending/twisting and reaching.
2. Fine motor skills: keyboarding, writing legibly, sorting, shelving, and processing.
3. Handling: processing, picking up and shelving books.
4. Lifting and carrying: 50 pounds or less
5. Pushing and pulling: objects weighing 300-400 pounds on wheels.
6. Sitting, standing, walking, climbing, stooping, kneeling, and crouching.