

Part-Time Page – Mundy Branch Library

Mundy Branch Library is looking for a part-time Page. A Page's job includes shelving and sorting library materials under the supervision of the Library Clerks, ensuring materials remain organized, and helping with children's programming. The library serves a diverse community of patrons who look to us for books and other resources, meeting space, computer access, office services and community programming. The library also serves as a safe gathering space for children and teens. The successful candidate for part-time page will have a welcoming attitude, be enthusiastic about working with a team, possess strong customer service and technology skills, and enjoy working with children. This position will require some evening and Saturday hours.

Mundy Branch Library, one of the eight branches in the city of Syracuse, is located on the Westside on South Geddes St.

Essential Duties and Responsibilities:

- Performs routine physical tasks such as pushing carts, sorting, shelving, and searching for library materials
- Reads shelves for accuracy of order, re-shelving materials as needed
- Assists with weeding and shifting projects
- Clears tables and keeps library spaces in order
- Assists in the preparation of displays
- May be asked to assist patrons at the circulation desk and with office technologies
- Help with programming and library events as needed
- Related work as required

Required Skills

- Ability to understand and carry out directions
- Perform routine tasks independently
- Tact and courtesy in dealing with staff and public
- Basic comfort level with computers and office equipment

Availability:

- Must be able to work up to 17 hours a week, including some evening and Saturdays

Pay Rate:

- \$15.00 per hour

To Apply: Submit completed applications in person by August 5, 2024 or email to Anne Gregory at agregory@onlib.org.

Mundy Branch Library located at 1204 S. Geddes St, Syracuse, NY 13204

Phone 315-435-3797 www.onlib.org

Dawn Marmor, Executive Director

Beauchamp Branch * Betts Branch * Hazard Branch * Mundy Branch
Paine Branch * Petit Branch * Soule Branch * White Branch