

Youth Services Library Assistant Position: Brainerd Memorial Library, Haddam, CT

The Brainerd Library is a vibrant and historic community hub in the Connecticut River Valley town of Haddam, CT. We are seeking an enthusiastic and collaborative assistant for our increasingly active Children's Room, with its emphasis on programming, music and arts.

Under the direct supervision of the Head of Youth Services, the ideal candidate will:

- Perform Children's and Teen desk procedures, such as checking materials out and registering patrons
- Assist patrons with operation of library equipment and directional questions
- Shelve materials and perform shelf reading
- Assist with weeding and deselection under the direction of the Children's Librarian and Youth Services Program Coordinator
- Assist with set-up, presentation, and breakdown of children's and YA programs and class visits
- Assist with Children's and YA craft and program prep
- Coordinate with volunteers under the direction Children's Librarian and Youth Services Program Coordinator
- Maintain a professional and welcoming demeanor to all staff and patrons
- Perform other duties as assigned

This position offers 12 hours per week at \$13.50 per hour. Benefits include 6 paid sick days, 10 paid vacation days, two personal days, and SIMPLE IRA enrollment with 2% annual award.

Please send a resume and cover letter to applications@brainerdlibrary.org or via postal mail to:

Brainerd Memorial Library
920 Saybrook Road
Haddam, CT 06438
attn.: Tom Piezzo, Director

Application deadline: 5 PM on Friday, May 21st, 2021. Interviews: week of May 30th, 2021. Anticipated start: week of June 14th, 2021.

The Brainerd Memorial Library affirms that all qualified applicants will receive consideration for employment without regard to race, sex, age, religion, disability, sexual orientation, gender identity, or national origin. Applicants may be subject to a background check.