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[www.oceansidelibrary.com](http://www.oceansidelibrary.com)

**Christina Marra, Director**

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**JOIN OUR TEAM!  
IMMEDIATE OPENING  
PART TIME LIBRARY PAGE POSITION**

**Duties include, but not limited to:**

- Directing patrons and answering page calls to assist patrons and staff in Youth Services and Adult Services, which includes Information and Reference.
- Assist patrons and staff with curbside pick-up delivery service.
- Assisting on public desks as needed.
- Answering telephones, making reminder telephone calls to patrons for upcoming programs/services, making photocopies and assist with registering patrons for library programs/services.
- Sign-up and log patrons onto public computers, laptops, Chromebooks, etc.
- Sorting, shelving, shelf reading and organizing library materials on book carts, shelves and displays.
- Shelf checks and retrieval of books, audio visual and library materials for patrons and staff.
- Assist with shifting, weeding and labeling projects.
- Setting up supplies for programs and special events.
- Assist with other related duties and projects as needed

**Skills Required:**

- Must be able to file library materials alphabetically and numerically.
- Must have the physical ability to push and pull loaded book carts.
- Must be able to bend, stretch and kneel.
- Ability to interact with patrons as well as library staff.
- Ability to work independently and in a team environment.
- Ability to adapt to change as the Library expands services and prepares for building renovations.
- Willingness to provide excellent customer service and hospitality.
- MUST be able to work a flexible schedule which includes weekends and evenings and filling in on shifts.

Please send your resume to Christina Marra, Director [cmarra@oceansidelibrary.com](mailto:cmarra@oceansidelibrary.com).  
Oceanside Library is an Association Library. This is not a Civil Service Position.  
Oceanside Library is a member of the .New York State Retirement. EOE