

Help Wanted: Library Assistant – Teen Program

CITY OF NEW BEDFORD FREE PUBLIC LIBRARY

LIBRARY ASSISTANT I – TEEN PROGRAM

\$10.68hr (Temporary part-time: 15 hours per week, no benefits)

The New Bedford Free Public Library is seeking to hire a part-time Teen Assistant to work at the two Teen Rooms at the Lawler and Howland-Green Branches.

Assists in recruiting volunteers for and interacts with the Teen Advisory Board. Solicits participants, and develops cooperation and collaboration between the local schools and the library. Implements programs and events at the Teen Rooms, and assists in any other tasks as needed for this grant. Contributes to the smooth operation of daily functions by completing assigned projects without ongoing supervision. Establishes and maintains harmonious working relationships with others.

Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

QUALIFICATIONS: High school diploma or GED required. Two years of college or appropriate public library experience with an automated library system preferred. Individual must possess working knowledge of library principles, methods and procedures; good communication skills with the ability to deal tactfully with others; attention to detail, sound judgment. Ability to type at least twenty words per minute. Should be familiar with working with the 'tween and teen population, possess good organizational skills, and have some experience in working with and encouraging teen leaders.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133

William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0