PART-TIME POSITION AVAILABLE
Library Page Position
Ossining Public Library
Starting Salary $14.00/hr.

The Ossining Public Library is seeking detail-oriented people to work multiple shifts which include but are not limited to evenings and weekends. Local high school students are encouraged to apply.

Position requirements:
- Must be able to understand and follow oral and written directions. Kind of like completing school assignments, but here you get paid!
- Must be accurate and detail oriented.
- Able to sort materials alphabetically and numerically.
- Physically able to perform the requirements of the position.
- Courtesy and reliability are essential attributes.

Minimum training and experience:
- Must be at least 16 years of age.
- Working on or completed high school degree.
- Able to obtain working papers if needed.
- Friendly and outgoing personality is desirable.

Types of Work: (examples)
- Sorts and shelves all library materials.
- Shelf reads for accuracy and order, re-shelving as necessary.
- Searches shelves for lost/missing items or items on hold. Think, amateur detective.
- Provides simple, directional information to patrons. “Where’s the elevator?” You can show them!
- Helps keep the library neat and tidy.
- Gets a sneak peek at new materials when opening delivery boxes and routing them to their correct departments.
- May be asked to shift materials on shelves and other related projects.
- Assists with set up and take down of program materials. May also assist at programs. Bring all your creativity!

Please submit a completed application by **October 10th** to:
Marie Trapasso, Circulation/Technical Services Manager
Ossining Public Library
53 Croton Avenue
Ossining, NY 10562
mtrapasso@wlsmail.org