



**Job Opening
Goodnow Library**
Part-Time Library Page in Children's Department

Position Summary:

The [Goodnow Library](#) is seeking a part-time Library Page in the Children's Department to support the daily operations of a busy, community oriented public Library. Goodnow Library is committed to creating an environment that is inclusive for all patrons and staff. Candidates for this position should share this goal.

Essential Functions (on job training provided): The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Prepare, sort, and shelve library materials.
- Return library materials to their proper locations
- Clear and clean library areas
- Perform similar or related work as required.

Schedule:

Nine hours per week; three hours on Mondays (afternoon/evening hours), three hours on Wednesdays (afternoon/evening hours), three hours on Sundays (1:30-4:30 PM).

Job Environment:

In-person. There is not an opportunity for remote work at this time.

Compensation:

Position classified under "Library" on the Town of Sudbury FY2023 Individually Rated Grid classification plan. Starting pay will begin at "Minimum"; \$14.25 per hour. Payment will be received on a bi-weekly basis.

Eligibility for yearly step increases will be reviewed one year from hire date. Cost of living increases may apply. This position is not benefit eligible.

Mentorship Program:

Priority for this position will be given to high school students (age fifteen or older), who are interested in gaining work experience in a public library.

Desired Candidate Attributes/Skills:

- Attention to Detail / Precision
- Dependability / Promptness

- Commitment to Diversity, Equity and Inclusion
- Enthusiasm for Learning / Fast Learner
- Strong Interpersonal Skills, Including Customer Service and Team Collaboration

Job Requirements:

- Reliable transportation is required.
- Candidates are required to pass a paging test administered by the Head of Children's Services (or other qualified staff member in Head of Children's Services absence).
- Candidates must be U.S. Citizens or other persons who have a legal right to work in the U.S. (documentation required upon offer of hire).
- Candidates must be at least fifteen years of age (documentation required upon offer of hire).
- Candidates under the age of eighteen must provide a work permit to Goodnow Library prior to start of employment upon offer of hire.

Equal Opportunity Employer:

The Town of Sudbury is an Equal Opportunity Employer. The Town of Sudbury considers applicants for all positions without discrimination on the basis of race, color, religion, national origin, sex, age, physical or mental disability, sexual orientation, ancestry, marital status, veteran status, or any other legally protected status.

Commitment to Diversity, Equity, Inclusion, Justice and Advocacy:

Goodnow Library is committed to advocating for diversity, equity, inclusion and justice in all spaces, starting with our community. A collaborative space of individuals with multifaceted backgrounds, experiences and opinions offers the best service to our patrons and workplace for our staff.

***Urgently hiring. Resumes received by 9/30/22 will receive priority.**

*Please send a resume: thibeaulte@sudbury.ma.us. Cover letter is **not** required for this position.*