

Town of Canton

Library Aide I: Children's

The Town of Canton is seeking a creative, enthusiastic, customer-service-oriented self-starter to join the staff of the Canton Public Library as a part-time Library Aide I in our busy and dynamic Children's department. This is an excellent position for someone looking for mentoring, training, and experience in the diverse duties required for children's library services professionals. Responsibilities of the position include: planning and carrying out children's programming (particularly with children age 4 and under); staffing the children's desk; providing reference and readers' advisory services to children and families; creating signs, flyers, and displays; processing library materials; assisting patrons with computers, copier, library catalog, etc.; and other routine library and office tasks.

Qualified applicants must possess a high school diploma and have experience working in a customer-facing environment, including experience working directly with children. Bachelor's degree and work experience in a library or early childhood education environment preferred. The successful candidate will enjoy and have experience working with children, tweens, and families; be familiar and current with children's literature and library services; have excellent customer service and communication skills; and be welcoming, courteous, and friendly to patrons of all ages. Strong computer and technology skills are essential. MLS candidates are encouraged to apply.

The position is approximately 15-17 hours per week, year-round. The schedule will include some evening hours (until 8 p.m.) and at least one Saturday per month in rotation. \$17.20/hour.

To apply, send a completed Town of Canton employment application and cover letter to:

Robert Skinner, Chief Administrative Officer
Town of Canton
PO Box 168
4 Market Street
Collinsville, CT 06022

Employment applications and a full job description are available at Canton Town Hall, at the Canton Public Library, and online at www.townofcantonct.org. Applications must be received by 4:00pm on Wednesday, September 25. EOE.