

**Job Opportunity  
CHILDREN' S DEPARTMENT LIBRARY PAGE**

The Jesse M. Smith Library has an opening for a library page for our children's department. This position maintains library collections in the children's department in an orderly fashion and assists staff as required. This is a 14 hour per week position. Hours: Mondays - Thursdays from 2:30 to 5:30 pm or 5:00 to 8:00 pm, and alternating Saturdays 10:00 am to 2:00 pm or 1:00 to 5:00 pm. Hours are not negotiable. Applicants must be **at least 16 years of age**, and possess excellent organizational skills and a working knowledge of the Dewey Decimal Classification system. This position may require lifting, pushing or pulling and moving objects up to 40 lbs. Salary: \$9.60 per hour.

**Duties:**

- Circulation and Collection Maintenance
  - Maintain shelves in correct and orderly fashion.
  - Shelve returned items.
  - Arrange book displays as directed.
  - Refile magazines and maintain magazine storage.
- Other duties as assigned by supervisor including assisting in storytime craft preparation, picking up boxes up to 40 lbs., and arranging tables and props for storytimes and special events.

**To apply: Attend one of the test dates to fill out an application and take the page test:**

**Monday, April 24  
3:00-7:00 pm**

**Friday, April 28  
2:00-4:00 pm**

**Monday, May 1  
3:00-7:00 pm**

**Saturday, May 6  
10:30 am-4:00 pm**

**Jesse M. Smith Memorial Library**

100 Tinkham Ln  
Harrisville, RI 02830  
(401)710-7800

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