



# Peabody Institute Library

82 Main Street

PEABODY, MASSACHUSETTS 01960-5592

Education · Information · Recreation

978-531-0100



February 21, 2018

To: Library Staff / Human Resources Department

From: Melissa Robinson

Re: Job Posting – Library Aide – part-time

In accordance with article VI, paragraph A of the Agreement between the City of Peabody and the American Federation of Teachers, Local 1289, the position of Library Aide is posted until the close of business on Wednesday February 28, 2108. All applications shall be submitted in accordance with paragraph B, Article VI.

Grade: Library Aide

Hours: Average 14 hours per week

Description attached.

cc: Main library  
South Branch  
West Branch  
Human Resources Dept., City Hall  
File



## **JOB POSTING – Library**

### **LIBRARY AIDE – Teen Department**

This person will report directly to the Teen Librarian in the performance of his/her responsibilities. Primary duties are to provide after-school programming support, circulation, clerical tasks, shelving of materials, homework and online assistance, PC monitoring and may include other duties supportive of any department of the Peabody Institute Library. The ideal candidate will possess outstanding customer service and organizational skills and be familiar with working with PCs. The ability to relate to, and positively engage teens in a very busy atmosphere, is required.

This is a part-time position – 12 -16 hours per week; and includes seasonal Sunday rotation (approximately every fifth Sunday 1 p.m. to 5 p.m.) Interested persons should contact Gerri Guyote, Assistant Library Director for more information. Starting hourly rate for new employee in this position is \$13.00 /hour.

This job is posted until filled.

Cc: City Hall – Human Resources  
Main Library  
South Branch Library  
West Branch Library  
File

02/21/2018

