



**Town of Billerica
Seasonal Job Openings**

Title: Youth Services Assistants (Seasonal)
Date: January 4, 2023

Grade Level: Library Assistant III
Department: Library

Job Description: The Town of Billerica seeks outgoing, enthusiastic, and qualified applicants to fill two seasonal Youth Services Assistant positions at the Billerica Public Library leading up to and during the library's busy Summer Reading Challenge.

Youth Services Assistants perform a variety of tasks in the Children's Room. Primary tasks include:

- Providing expert assistance to children and their caregivers with locating and using materials and resources in the Children's Room
- Overseeing use of the Children's Room in compliance with established policies and procedures
- Developing and conducting programs, including storytimes, for children and their caregivers
- Participating in the maintenance of the collection and special projects as assigned by the Supervisor of Youth Services

Qualifications: High school diploma/equivalency required. The successful candidate will have experience working with children, excellent communication skills, be computer literate, work well with the public and library staff, and be able to solve problems and work independently. Previous library and/or teaching experience required.

Salary: Starting at \$17.32 per hour.

Schedule: Schedule will include days, evenings, and occasional weekends, with one position scheduled up to 19 hours per week and the other position scheduled up to 11 hours per week. Employment term is June 19-August 25, 2023.

Apply to: Lisa Gadbois, Supervisor of Youth Services / Billerica Public Library / 15 Concord Road / Billerica, MA 01821 / lgadbois@billericalibrary.org

Please include cover letter, resume and three references (PDF format preferred if submitting electronically).

Available: June 19, 2023

Deadline for applications: Open until filled.

The Town of Billerica is an Affirmative Action/Equal Opportunity Employer