

**Town of Oxford**  
**Oxford Free Public Library**  
**Part-Time Children's Services Assistant**

The Town of Oxford Free Public Library is seeking applications for a part-time Children's Services Assistant. The applicant must be comfortable working directly with the public and assisting them with all informational needs. Under the direction and supervision of the Children's Librarian, this position is responsible for: planning and conducting children's story times, preparing and presenting programs to school-age and special interest groups; scheduling and initiating advertising of children's programs and setting up displays related to children's programming; answering questions regarding children's materials and programs, as well as completing assigned duties which support the administration and public services of the library. Experience using integrated library systems, i.e. Evergreen, is also preferred but not required.

Job requires frequent standing, walking, bending, reaching and climbing along with the ability to move materials weighing up to 30 pounds. Work is often fast-paced and high pressured; responsibilities are variable with periods of extreme activity occurring several times per year. One to five years experience in a library setting is preferred. A two-year or four-year college degree with emphasis on Child Development, Child Psychology and Children's Literature and/or experience in early learning is also preferred but not required.

19 hours per week. Hourly pay range \$14.17 to \$15.64, depending on experience.

Applicant must pass CORI and pre-employment physical and drug screen.

A complete job description is available at the Library and online. Applications must be submitted on or before Wednesday, July 11, 2018 to:

Oxford Free Public Library  
Attn: Brittany McDougal, Director  
339 Main Street  
Oxford, MA 01540



The Town of Oxford is an Equal Opportunity / Affirmative Action Employer.