

Library Monitors, Part-Time Westport, CT

You have an opportunity to join a great team of dedicated staff who are committed to excellent patron services and who are transforming the Westport Library (CT) to meet the evolving needs of our patrons.

The library is recruiting for part-time Monitors to work regular evening and weekend shifts and on an “as needed” basis, including days, evenings and weekends. Monitors are responsible for ensuring the library is neat and tidy during their shifts, that rooms are appropriately set up for meetings, and for providing support with Library and non-Library events. In addition, the selected candidate may be required to provide basic support with HVAC, building technology, lighting, security systems and audio-visual systems. He/she will also assist staff in managing occasional challenging patron situations.

Specific responsibilities include:

- Setting up rooms for programs
- Moving boxes of books, furniture and other heavy items
- Emptying the book drop box and putting books on carts
- Delivering mail internally
- Making minor repairs or hanging things as necessary
- Keeping the restrooms tidy
- Monitoring the outside grounds around the Library
- Clearing walkways in bad weather
- Other responsibilities, as assigned.

Requires:

- Good interpersonal skills
- Prior experience working with building operations
- Proven ability to show initiative
- Ability to stand for extended periods of time and lift/carry supplies weighing up to 50 lbs.
- Willingness and ability to work evenings and weekends
- Must be over 18, with a HS diploma or GED at a minimum
- Comfort with technology
- Prior similar experience

Monitor will work up to 19 hours per week. Salary \$13.00 per hour

Please send your resume to jobs@westportlibrary.org and put the title of this position in the subject line.