

**TOWN OF TRUMBULL
PART TIME CIRCULATION SERVICES ASSISTANT
CHILDREN'S DEPARTMENT**



Salary: \$10.50 per hour
Hours: 19 hrs. per week (Schedule includes day and evening hours Monday – Thursday and rotating Saturdays. Library closed Fridays and Sundays.)
Closing date: December 31, 2014

IMPORTANT INSTRUCTIONS FOR APPLYING:

Applications will be available online only.

Please to go www.trumbull-ct.gov to print the application and mail completed application to:

Town of Trumbull
HR/Civil Service
5866 Main Street
Trumbull, CT 06611

Applications will **NOT** be available at the HR/Civil Service office. You must download and print the application. The application must be mailed to the address above, or faxed to 203/452-3856; or emailed to mmeier@trumbull-ct.gov.

SUMMARY OF JOB DESCRIPTION

Trumbull Library System has opening for part-time Library Assistant at Fairchild-Nichols Branch Library to work in children's department to prepare materials and crafts for story times, conduct story times and plan and execute special children's programs. Individual will also be required to assist library users in finding materials, check materials in and out as well as create flyers and promotional materials and displays.

Minimum Requirements:

High School diploma or GED required with associate or bachelor's degree preferred.

One (1) year prior experience working directly with children in library, educational or childcare environment.