



*April 2026*

## **Children's Room Shelver (Part-Time)**

### ***New Canaan Library's Mission***

To be an essential place for lifelong learning and a vibrant hub for knowledge, culture, and connection for everyone in our community

### ***Role Overview***

New Canaan Library is seeking a personable, energetic, and highly detail-oriented individual to shelve and organize materials within its busy Children's Room. The ideal candidate is self-directed, comfortable working with library classification systems, able to maintain focus in a highly active environment and enjoys contributing to a collaborative and adaptable team. This is an ongoing position; please do not apply if you are only looking for temporary employment. This role reports to the Children's Librarian.

### ***Responsibilities***

- Sort, organize, and shelve materials in the Library's Children's Room
- Identify damaged items and place them in repair in the Library's computer system
- Tidy the Children's Room and shelf read to ensure that items are placed on the proper shelves
- Collaborate with other team members to achieve maximum efficiency of daily workflow
- Be an ambassador of Library services to patrons and contribute to the delivery of effective services
- Deliver consistently excellent customer service to the public and create a welcoming environment

### ***Skills and Attributes***

- Attention to detail and diligent work ethic
- Strong customer service and communication abilities
- Organized and self-directed, with the ability to fluidly multi-task
- Reliable and punctual
- Excellent literacy and numeracy skills: Ability to flawlessly alphabetize books and to place them in the correct order using the Dewey Decimal System
- Ability to navigate a complex organizational system with numerous subcategories
- Comfortable performing detailed work in an often hectic, motion-filled, and noisy environment without losing focus—there will be children underfoot, laughing, crying, and asking questions much of the time
- Individuals with a job coach or support provider are welcome to apply

**Requirements**

- A background check is required for individuals over age 18, including any job coaches or aides
- Physical requirements: Ability to meet the physical demands of the position, including pushing a cart weighing up to 35 lbs. and reaching both low and high shelves.

**SALARY**

- \$16.94/hour
- Accrued Paid Time Off is available. No medical, dental, or retirement benefits associated with this position