

**CITY OF EAST PROVIDENCE**  
**EMPLOYMENT OPPORTUNITY**



**EAST PROVIDENCE PUBLIC LIBRARY**  
**Part Time Fuller Creative Learning Center LIBRARY AIDE**  
19 hours per week - \$14.50 per hour, no benefits

Performs work of a para-professional nature at The Fuller Creative Learning Center.

Responsibilities include providing support to the Coordinator and Assistant in creating, promoting, and conducting a dynamic roster of programs and services at Fuller.

Building relationships with members of the community and providing outreach to organizations.

Performing daily procedures such as opening and closing the building, setting up and breaking down events, helping with patron registration processes, and drop-in services.

Providing a high level of customer service by greeting patrons, answering the phone and emails and working with presenters and volunteers.

Uses a computer to enter and retrieve data, search files, create flyers and other similar tasks when necessary.

Hours of work include some evening shifts.

**DESIRABLE ABILITIES, KNOWLEDGE AND SKILLS:**

Dedication to providing excellent customer service to children and families in a unique, programming-focused branch library.

Interest in actively promoting the East Providence Public Library to the community.

Willingness to learn library practices and techniques which includes using the library calendar of events.

Organizational skills desired include the ability to maintain effective working relationships with all library staff and to apply independent judgment when necessary.

Flexibility and a genuine desire to serve the public with an outgoing, cheerful nature, and a patient demeanor.

**MINIMUM REQUIREMENTS:**

High School diploma and some clerical experience, previous programming experience preferred or any equivalent combination of experience and training which provides the desired abilities, knowledge and skills. Must be able to perform physical tasks associated with Fuller work such as lifting, carrying various items in the setup and breakdown of programs, and standing during programs. Ability to use a computer is required.

## **EXAMINATION WEIGHT**

**Oral 100 %**

Please apply online at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101_000001&type=JS&lang=en_US)

***Application and resume must be submitted no later than January 28, 2022, by 4:00 p.m.***

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

**ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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