



Medford

Medford City Hall
85 George P. Hassett Drive
Human Resources Department, Room 204
HR: 781-475-5640 - Fax: 781-393-9489

POSITION: Teen Youth Shelver
DEPARTMENT: Library 610
HOURS OF WORK: Part-Time 10 Hours/ week
SALARY: \$15/hour, Grant Funded

#J2025 – 0006 Posted 1/7/25
Posting Removal: 1/14/25

BASIC FUNCTION:

Reporting to the Head of Youth Services, this position is seeking a high school applicant who has a passion for working in library service and supporting library staff and patrons.

Duties and Responsibilities:

- Shelves books and other materials in the Children's and Teen sections of the Library.
- Keeps shelves in good order.
- Performs other collection-related tasks as necessary.

EDUCATIONAL / EXPERIENCE REQUIREMENTS:

Minimum: No experience necessary

Preferred: High School student applicant

Special Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed in a busy library environment with frequent interruptions. The employee will be required to move full and empty book carts and shelf and retrieve library materials from high and low settings. The employee is frequently required to bend, reach, and move throughout the library. The employee must occasionally lift and/or move up to 40 pounds. Sufficient vision or other powers of observation are essential to permit the employee to read, sort, and shelf library materials.

ADDRESS ALL COVER LETTERS AND RESUMES TO
Human Resources Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155

Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov

For the posting, please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.