



## **Community Area Steward**

### **Position Purpose**

This position will remain in the Library and maintain the security of the Library building and contents while the public accesses the first- floor facilities within the Library such as lobby, meeting rooms, Makerspace, restrooms, and computers.

### **Responsibilities**

The Community Area Steward will arrive before the Library closes and ensure that the building is never without a Library employee while the building has occupants present. The Community Area Steward will help direct the public to the facilities they need and will keep the restrooms supplied as needed. The Community Area Steward will ensure that all occupants exit the building before closing time and secure the building. The Community Area Steward will assist the public in the event of an emergency and or notify public safety officials in the event if a disturbance. Other duties as assigned.

### **Knowledge, Abilities and Skills**

- Good communications skills, both written and oral.
- Punctual and dependable.
- Possess good interpersonal skills including the ability to work with people of all ages.
- Familiarity with a personal computer.
- Ability to pass a Criminal Offender Registry Check and pre-employment physical.

### **Qualifications**

- High School Diploma or equivalent.

### **Licenses and Certifications**

- Basic First Aid, CPR, AED certification required. Will be provided for qualified candidates if needed.

### **Supervision**

- Reports to the Director of the Medway Public Library

## Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a permanent part-time non-benefits-eligible position at 8 hours per week and the salary is \$17.57 per hour. The schedule is Monday through Thursday 7:45 p.m. to 9:45 p.m. The position will remain open until filled. Candidates should submit a resume and employment application to [choule@townofmedway.org](mailto:choule@townofmedway.org). The application can be found here.

<https://www.townofmedway.org/human-resources/files/employment-application-2>

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