

SUMMER LIBRARY PAGE (SEASONAL YOUTH POSITION)

Patterson Library
Westfield, New York

Temporary Seasonal Position (8 weeks)
Compensation: \$16 per hour

Position Summary

Patterson Library is seeking a responsible and enthusiastic local high school student for a Summer Library Page position.

This seasonal role is designed to provide a positive first-job experience for a Westfield-area student while supporting library operations and programs during the busy summer reading season.

The position focuses primarily on shelving and organization, with additional opportunities to assist with programs and events.

Schedule & Dates

Approx. 10 hours per week
Start date: Week of June 22, 2026
Summer Reading Program: July 1 – August 12
Position concludes mid-August following program wrap-up

Primary Responsibilities

- Shelf library materials accurately and in proper order
- Maintain organization of shelves and public spaces
- Assist with moving chairs, tables, and light equipment for programs
- Help prepare crafts and materials for youth and family events
- Assist with program setup and cleanup
- Perform general organizational and support tasks as needed

Qualifications

- Must attend or reside within the Westfield Academy & Central School district
- High school student or recent graduate preferred
- Reliable, punctual, and willing to learn

- Able to follow directions and work independently
- Comfortable with light physical activity (lifting, bending, standing)
- No previous work experience required

Applicants under age 18 must provide valid New York State working papers prior to beginning employment.

Hiring Process

Applicants may be asked to participate in:

- A short written application
- A brief interview
- A short shelving/alphabetization exercise

The hiring process is designed to be fair, consistent, and provide students with real-world job application experience.

Application Timeline

Application deadline: Friday, June 5, 2026

Interviews: Week of June 8

Hiring decisions communicated by: June 15

How to Apply

Applications are available at Patterson Library or at www.pattersonlib.org.

Equal Opportunity Statement

Patterson Library is committed to creating a welcoming and inclusive environment for all and is an equal opportunity employer.