



381 East Main Street, East Islip, NY 11730 ~ (631) 581 – 9200

Part Time Children's Processing Position Available

The East Islip Public Library is looking for an enthusiastic and detail-orientated part-time Clerk to work in the Children's and Family Services Processing Department. Applicants must be residents of East Islip, Islip Terrace or Great River.

The position is for 5 hours per week and will report to the Senior Clerk.

Qualifications:

- High school diploma or possession of a high school equivalency diploma
- Team player willing to learn from and collaborate with colleagues
- Background in basic computer usage

Expected Duties Include:

- Physically processing materials for circulation to the public
- Entering of material into our computer system
- Covering and repairing of material and cleaning them where appropriate
- Perform other duties and responsibilities as needed

Starting Pay: \$17.63 per hour

To be considered for this position, please send your resume and cover letter via mail or email by August 5, 2022 to:

Lauren Scottaline, Head of Children's and Parents' Services
Lscottaline@eipl.org