



POSITION AVAILABLE

Part-Time Librarian I/Library Trainee Library Programs & Newsletter (17.5 hours)

Sachem Public Library seeks an enthusiastic, creative, and service-oriented librarian with strong interpersonal skills to join our Library Programs & Newsletter Department.

Primary responsibilities:

- Provide a high level of customer service in a friendly, professional manner
- Multi-task in-person, phone, and online requests simultaneously
- Enjoy interacting with adults as well as patrons of all ages
- Take an active role in maintaining the library's museum pass program
- Register patrons for programs with online software
- Plan, organize, and facilitate in-person and online programs
- Accept cash and credit card transactions via Square register system
- Work collaboratively on library events
- Aid with the operation of audiovisual software and hardware
- Promotion and demonstration of library services through community outreach
- Support the library's sustainability goals

The ideal candidate should possess:

- Excellent customer service skills and ability to interact with patrons
- The ability to work well with others, be self-motivated and a team player
- Possesses excellent organizational and communication skills, the ability to follow instructions
- Working knowledge of basic computer software

Requirements: MLS degree from an ALA accredited school and Public Librarian certificate for a Librarian I or actively enrolled in an accredited MLS program with at least 12 credits for a Librarian Trainee.

Schedule: This position requires Monday evening availability. Saturdays and Sundays in rotation. Flexibility to work mornings, afternoons, and evenings based on departmental needs.

To be considered for this position, please email your resume and cover letter no later than Friday, August 5:

Alexandra Mercado, Head of Library Programs & Newsletter
Alexandra.Mercado@SachemLibrary.org

Sachem Public Library 150 Holbrook Road, Holbrook, NY 11741 | 631-588-5024 | sachemlibrary.org