



Emma S. Clark Memorial Library

120 Main Street
Setauket, NY 11733-2868
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www.emmaclark.org

"The Heart of the Three Village Community"

Part-Time Librarian or Trainee Positions Available

The Emma S. Clark Memorial Library is seeking two energetic, service-oriented librarians to join a dynamic Adult Services team. Both positions require working regular weekday afternoon and/or evening shifts in addition to at least one Saturday and one Sunday per month for an average 10-15 hours per week. Weekend-only positions are also available. Scheduling flexibility is a plus.

Qualifications:

- Completed MLS (or equivalent) degree or currently enrolled in an ALA-accredited library school.
- Strong communication skills and public service orientation
- Technology skill set appropriate for an information professional in today's constantly changing environment
- Comfort using, and assisting others in using, computers and mobile devices to access library services and information
- Ability to work both independently and as an integral part of a team

Duties Include:

- Providing reference assistance and reader's advisory services by competently searching a broad range of print and electronic resources
- Training and assisting patrons to function in the digital age and access online library services from a variety of portable devices

Compensation: \$32.63/hour Mondays – Saturdays
 \$48.95/hour Sundays

Trainee salary commensurate with credits completed.

These are not a civil service positions. Interested candidates should submit a resume and cover letter by **Tuesday, August 15**, to Joan Kahnhauser, Head of Adult Services, joan@emmaclark.org, using the subject line ***Part-Time Position***.

NOTE: The Library has a mandatory vaccination directive for all employees. New hires must be fully vaccinated with exemptions only for valid medical or religious reasons, in which case the employee must submit negative test results weekly.