



Lindenhurst Memorial Library

One Lee Avenue, Lindenhurst NY 11757

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www.lindenhurstlibrary.org

Part Time Customer Service Clerk

The Lindenhurst Memorial Library is seeking enthusiastic, friendly and creative Customer Service Clerks to join our staff in its newly renovated and expanded building! Positions are for 12-17 hours per week, and require availability for mornings, afternoons, and evenings. Saturdays are assigned in rotation.

Qualified candidates should:

- Provide outstanding customer service for patrons in-person, over the phone, and through email
- Possess strong people skills and the ability to communicate with a positive tone to a diverse patron base
- Be proficient with technology, public computers, and typical library resources such as Sierra, Program Registration calendar, etc.
- Possess excellent communication skills, both written and verbal
- Engage with community members as part of a team at community outreach events
- Integrate sustainability-conscious workplace decisions throughout their work
- Provide support in library sponsored programs to Librarians and external programmers

Requirements:

Graduation from a standard senior high school or possession of a high school equivalency diploma.

Rate per current CSEA contract: \$16.61 per hour.

To apply, submit an [application](#) to Head of Information Services and Community Engagement, Caitlin Sempowich at csempowich@lindenhurstlibrary.org by September 23. Only candidates selected for further consideration will be contacted.

The Library's Equal Employment Opportunity Policy can be found at <https://lindenhurstlibrary.org/wp-content/uploads/sites/73/2022/04/Public-Section.pdf>