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## **Position Available**

### **Part Time Library Clerk in Youth and Parent Services Department**

There presently exists an opening for an enthusiastic and energetic part-time library clerk in our Youth and Parent Services department. This position consists of 16 hours per week and may include morning, afternoon, evening, and weekend hours in two buildings. The job duties and qualifications include, but are not limited to:

- Assisting librarians with programs
- Answering the telephone and assisting patrons with phone requests, i.e., signing up for programs, giving information on library programs, etc.
- Helping librarians prepare for programs such as prepping crafts, creating to-go kits, etc.
- Creating flyers for programs
- Assisting with program contracts – completing, mailing, and filing them
- Entering information in Communico, our program and room booking software
- Issuing guest passes for computers
- Calling and/or emailing patrons
- Must have excellent customer service and communication skills
- Knowledge of Word, Publisher, Canva, etc. is a plus
- Spanish proficiency is a plus

The salary for this position is \$15.31 as per our collective bargaining agreement with built-in annual increases. (Contract is pending. Starting salary may increase once settled.) This is a union position with vacation, sick and holiday pay offered. Only candidates selected for further consideration will be contacted.

If interested, please submit an application and/or resume by November 18, 2022, to:

Laura Giuliani,  
Youth and Parent Services Department Head  
[laura\\_giuliani@huntlib.org](mailto:laura_giuliani@huntlib.org)