



## **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 Wednesday, August 23:**

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