



## **Youth and Family Services Part-Time Clerk (15 hours)**

The Youth and Family Services Department at the Riverhead Free Library seeks an enthusiastic, creative, and service-oriented individual for a position in our Youth Services Department

### **Job Duties:**

- Answers telephones, transfers calls, and provides information to patrons
- Assist patrons in locating library materials
- Assist patrons in the use of library resources and technology.
- Assist with the setting up of programs
- Create program records and register patrons for programs using Library Market
- Perform any other tasks as requested

### **Qualifications:**

- High school graduate or equivalent
- Flexible schedule which will include Monday and Thursday evenings.
- Saturday and Sundays in rotation
- Excellent customer service skills and the ability to interact with patrons
- Ability to work independently as well as collaboratively
- Strong communication and organizational skills

### **Salary:**

Clerk: \$16.79 per hour

**Benefits:** Membership in NYS Retirement System

To be considered for this position, please email your resume and letter of intent by 5:00 pm on Thursday, September 14, 2023 to Lauren Strong, Youth and Family Services Coordinator, [lauren.strong@riverheadlibrary.org](mailto:lauren.strong@riverheadlibrary.org), using the subject line Youth Services Clerk