



POSITION AVAILABLE
Part-Time Library Clerk
Teen Services Department (17.5 hours)

Sachem Public Library seeks an energetic staff member who is passionate about customer service and working with teens grades 6-12.

Primary responsibilities:

- Answers telephones and provides information to patrons.
- Registers patrons for programs with online software.
- Assist with special projects and teen programs.
- Design marketing materials for social media and library programming.
- Handle vendor contracts and prepare reports as needed.
- Assist with unpacking and storing boxes of materials weighing in excess of 25 pounds.
- Assist with outreach activities for secondary schools and community events.
- Staff outreach visits and the desTEENation service desk.

The ideal candidate should possess:

- Excellent customer service skills and ability to interact with patrons.
- Possess excellent written and oral communication skills.
- The ability to work well with others and be a team player.
- Be self-motivated with strong time management skills.
- Be detail oriented and have the ability to follow instructions.
- Have good organizational and multi-tasking abilities.
- Ability to make simple mathematical calculations and have strong copy-editing skills.
- Proficiency in Microsoft Office, Google Workspace and Canva software.
- Familiarity with gaming consoles and iPads.
- Support the library's sustainability goals.

Requirements: Must possess a high school diploma or equivalent. Spanish speaking a plus.

Must be available to work mornings, afternoons and evenings including Friday nights. Weekends required in rotation for a total of 17.5 hours weekly. Flexibility a plus. **Salary:** \$17.00 per hour.

To be considered for this position, email your resume and cover letter by Friday, December 15, 2023 to:

Laura Panter, Head of Teen Services
E-mail: laura.panter@sachemlibrary.org

Sachem Public Library 150 Holbrook Road, Holbrook, NY 11741 | 631-588-5024 | sachemlibrary.org