



## LindenHurst Memorial Library

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[www.lindenhurstlibrary.org](http://www.lindenhurstlibrary.org)

**CERTIFIED AS A SUSTAINABLE LIBRARY**



### **Part-Time Customer Service Clerk**

Department: Youth Services

The LindenHurst Memorial Library is seeking an enthusiastic, friendly and creative Customer Service Clerk to join our staff. This position is for up to 17.5 hours per week, and requires availability for mornings, afternoons, and evenings. Saturdays are assigned in rotation.

#### **Qualified candidates should:**

- Provide outstanding customer service for patrons in-person and over the phone
- Possess strong people skills and the ability to communicate with a positive tone to a diverse patron base of all ages
- Be comfortable working in a bustling Children's Room
- Be proficient with technology, public computers, and typical library resources such as Sierra, program registration calendar, Lending Key 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
- Be able to adapt to a constantly changing environment and have the ability to multitask

#### **Requirements:**

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

Rate per current CSEA contract: \$17.94 per hour.

To apply, submit an [application](#) to Youth Services Coordinator, Marisa Crowley at [mcrowley@lindenhurstlibrary.org](mailto:mcrowley@lindenhurstlibrary.org) by March 15. Only candidates selected for further consideration will be contacted.

*The Library's Equal Employment Opportunity Policy can be found at <https://www.lindenhurstlibrary.org/policies/equal-employment-opportunity-policy>*