



**Riverhead Free Library
Youth and Family Services
Part-Time Clerk (15 hours per week)**

Position Overview:

Riverhead Library is seeking a dedicated and enthusiastic Part-Time Clerk to join our Youth and Family Services team. This position is ideal for someone who is passionate about providing excellent service to our patrons and enjoys working in a dynamic library environment.

Key Responsibilities:

- Provide accurate and courteous assistance to patrons by answering telephones, transferring calls, and disseminating information.
- Assist patrons in locating library materials and utilizing library resources and technology.
- Support the setup and coordination of library programs and events.
- Create program records and manage patron registrations using Library Market.
- Perform additional tasks as assigned by the Youth and Family Services Coordinator.

Qualifications:

- High school diploma or equivalent.
- Flexible availability, including Wednesday evenings, with rotation on Saturdays and Sundays.
- Strong organizational skills, with the ability to manage multiple tasks efficiently.
- Strong customer service skills with the ability to engage effectively with patrons of all ages and backgrounds.
- Ability to work both independently and as part of a team in a collaborative environment.
- Excellent written and verbal communication skills.

Compensation:

\$16.79 per hour

Benefits:

Eligible for membership in the New York State Retirement System.

Application Process:

To apply, please submit your resume and a cover letter detailing your interest in the position by 5:00 pm on Friday, August 30th.

Applications should be sent to Lauren Strong, Youth and Family Services Coordinator, at lauren.strong@riverheadlibrary.org, with the subject line: Youth Services Clerk Application.