



**Lindenhurst Memorial Library**  
One Lee Avenue  
Lindenhurst NY 11757  
631-957-7755  
[lindenhurstlibrary.org](http://lindenhurstlibrary.org)

**Lindenhurst Memorial Library**

**Part Time Library Assistant**

**Position Available (up to 17.5 hours)**

**Primary Responsibilities:**

- Assisting patrons with program registration, museum pass reservation and other library services
- Providing one-on-one technical assistance to patrons with the use of library technology and personal devices
- Instruct patrons on the use of online resources, navigating the library collection, and other related duties
- Conduct library programs under the supervision of a librarian
- Prepare library displays as assigned
- Representing Library at community outreach events as assigned

**The ideal candidate should:**

- Have excellent customer service skills and an eagerness to interact with patrons
- Work well with others as a part of the Lindenhurst Memorial Library team
- Be proactive and motivated to serve our community
- Be open-minded and flexible
- Embrace growth, change, and progress in libraries

**Qualifications:**

- Availability up to 17 ½ hours per week
- Experience working in a library and/or with computers is a plus
- Graduated from a college with federally-authorized accreditation or registration by New York State with a Bachelor's Degree.

**Schedule:** This position requires a Saturday rotation. Flexibility to work mornings, afternoons, and evenings based on departmental needs.

Starting pay is \$23.58/hour.

To be considered for this position, please email your resume and cover letter no later than Monday, December 2<sup>nd</sup> to Caitlin Sempowich, Assistant Director, at [csempowich@lindenhurstlibrary.org](mailto:csempowich@lindenhurstlibrary.org).