



Lindenhurst Memorial Library

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

## Part Time Teen Customer Service Clerk

The Lindenhurst Memorial Library is seeking an enthusiastic, friendly and creative Customer Service Clerk to join our busy and energetic Teen Department. Applicants should have an enthusiasm for working with tweens and teens, ages 12-18 in a diverse community. This position is for up to 17.5 hours per week, and requires availability for afternoons and some evenings. Saturdays are assigned in rotation.

### Qualified candidates should:

- Possess strong people skills, patience, a good sense of judgement and the ability to communicate with a positive yet confident tone to a diverse patron base
- Be proficient with technology, including Microsoft Office and Canva.
- Be comfortable providing teen patrons assistance with printing and other computer tasks.
- Have good organizational and multi-tasking abilities and able to adjust work priorities, as needed.
- Possess the ability to remain calm in difficult situations
- Possess excellent customer service skills including strong written and verbal communication skills
- 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

### Requirements:

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

Rate per current CSEA contract: **\$18.66 per hour.**

To apply, submit an [application](#) to Head of Teen and Outreach Services, Rosalia Millan, at [rmillan@lindenhurstlibrary.org](mailto:rmillan@lindenhurstlibrary.org) by May 22. . Only candidates selected for further consideration will be contacted.

*The Library's Equal Employment Opportunity Policy can be found at <https://lindenhurstlibrary.org/wp-content/uploads/sites/73/2022/04/Public-Section.pdf>*