

PATCHOGUE-MEDFORD LIBRARY

54-60 East Main Street, Patchogue, NY 11772 • Phone (631) 654-4700 fax: (631) 289-3999 • www.pmlib.org

PART-TIME POSITIONS AVAILABLE

Library Assistant

Makerspace

The Patchogue-Medford Library is seeking two highly motivated part-time Library Assistants to join our Makerspace team.

This position is for 10-16 hours per week, including daytime and evening hours and weekend rotation.

Responsibilities and Duties

- Provide exceptional customer service in a friendly and professional manner.
- Assist patrons and staff with the use of Makerspace equipment and resources.
- Support the planning and facilitation of programs and workshops.
- Participate in community outreach and engagement.

Qualifications

- Ability to collaborate effectively as part of a team.
- Comfortable working with patrons of all ages.
- Willing to learn the latest technology and equipment
- Ability to multitask across in-person interactions, phone inquiries, and online requests.
- Bachelor's degree required.
- Must meet Civil Service requirements for Library Assistant.

Starting pay: \$27.67 per hour

Interested candidates should email a resume and cover letter to:

Jennifer Angulo
Makerspace Coordinator
jangulo@pmlib.org