



Part Time Family Department Clerk

The Rogers Memorial Library is looking for a clerk to join our dynamic Family Department staff. Our Family Department responsibilities include:

- Providing readers' advisory and guidance to children, families, and professionals working with children
- Providing information and referral services
- Assisting students with assignments utilizing both traditional reference sources and online databases
- Participating in on-going collection development as well as processing library materials
- Developing and facilitating programs for parents and children, ages birth through 5th grade
- Working with library staff, community organizations and local agencies
- Being attentive to detail
- Offering a family-friendly and welcoming demeanor

Qualification Requirements:

Experience working in a public library, elementary school, camp or directly with parents and young children preferred.

Basic knowledge of children's literature.

Energetic, enthusiastic, patient, flexible, and ready to learn.

Hours: 21 Hours per week. Part time clerks work a flexible schedule that may include day, evening, and rotating weekend shifts. Position is geared toward afternoon and evening hours and weekend rotations. Paid time off. Medical coverage available.

Resumes will be accepted via email and should be directed to:

Marci Byrne, Family Department Supervisor

marci@myrml.org

Application deadline November 13, 2026