

AMAGANSETT FREE LIBRARY

PO BOX 2550 215 MAIN STREET
AMAGANSETT, NY 11930
(631) 267-3810

CHARTERED 1916

Part-Time Library Clerk

The Amagansett Free Library is seeking an enthusiastic and friendly Library Clerk to join our staff. This position is for 10 - 16 hours per week, with extra hours for call-in shifts as needed. Weekend and evening availability is required. Library Clerks assist patrons with locating and checking out library materials, set up for library events, keep the library collections organized and tidy, and assist library staff with special projects.

Qualified candidates should:

- Provide outstanding customer service for patrons in-person and over the phone
- Possess strong people skills and the ability to communicate with a positive tone to a diverse patron base of all ages
- Be comfortable working at a Circulation Desk near a bustling Children's Room
- Be proficient with technology, public computers, and willing to learn typical library programs such as Sierra, program registration calendar, etc.
- Possess excellent communication skills, both written and verbal
- Engage with community members as part of a team at community outreach events
- Provide support in library sponsored programs to colleagues and external programmers
- Be able to adapt to a constantly changing environment and have the ability to multitask

Requirements:

- Candidates must be able to lift 25 pounds, set up and take down tables and chairs, and put away books on high and low shelves.
- Candidates younger than 18 will be required to present working papers.

This is a part-time & fill-in position. Starting pay ranges from \$18.00 - \$22.00/hour, commensurate with experience.

To apply: submit an application or resume to the Library Director, Arielle Hessler, at director@amagansettlibrary.org by May 1, 2024. Only candidates selected for further consideration will be contacted.

The Amagansett Free Library is an at-will, equal opportunity employer. The Library does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff and the public.