Now Hiring

Part-Time Library Clerk
Substitute

The East Greenbush Community Library is seeking candidates for a part-time substitute library clerk to staff a busy circulation desk. The schedule will include Thursday evenings and one Saturday per month in July and August. Additional hours during mornings, afternoons and weekends may be required.

The ideal candidate will be friendly, service oriented and exhibit tact and courtesy while helping patrons both in person and on the phone. They will have strong oral and written communication skills, the ability to use a cash register and accurately collect fines and fees, be flexible and detail oriented.

Responsibilities: The chosen candidate will perform a variety of tasks helping patrons use the library and its resources, including but not limited to checking materials in and out, shelving materials, collecting fees, registering new patrons, program registration and maintaining library collections.

Minimum Qualifications: High school graduate or equivalent with a customer service background. Basic computer experience using email, the internet and Windows applications. Ability to establish and maintain effective working relationships with the public, superiors and associates in a fast-paced environment.

Physical Demands: The candidate must be physically able to stand for long stretches of time, lift up to 20 pounds occasionally and to push library carts frequently. There is some stooping and bending required as well as climbing on step stools when shelving materials.

Schedule: Wednesday evenings and one Saturday per month in July and August. Additional hours may be assigned to cover absences of regularly scheduled staff.

Salary: $12.50 / hour

Applications: Applications may be obtained in person at the library or online at

Applications should be submitted by email to piersm@eglibrary.org or brought to the East Greenbush Community Library Circulation desk.