

## **NOTICE OF POSITION**

### **Mastics-Moriches-Shirley Community Library: Literacy Department**

**Job Title:** Part Time Library Clerk

**Job Notice #** LC52528p

**Date Posted:** 8/30/25

**Closing Date:** 9/15/25

**Starting Date:** 9/24/25

\*Please note: only candidates being considered will be contacted

#### **Description of Duties:**

**A library clerk in the Literacy Department will be responsible for, but not limited to, performing the following activities:**

- Perform a variety of clerical tasks to support Literacy programs and library operations:
  - English as a New Language/Citizenship classes, Family Literacy programs, etc.
- Assist with in-house and off-site Literacy programs:
  - set up for programs on location, take attendance, prepare materials, communicate with patrons and contract workers, take photos, etc.
- Assist with outreach off-site:
  - Promote Literacy services at WF school events, Laundromat Literacy, etc.
- Assist with Literacy events and special projects as assigned, such as:
  - 5K Run for Literacy, A Celebration of Literacy, Book Sale for Literacy, etc.
- Assist with office tasks and patrons such as:
  - Register new students, maintain patron files, make reminder calls, etc.
- Create flyers, draft written reports, write social media posts, maintain office statistics, order materials, connect with community organizations
- Operate office equipment and library software
- Work up to 17.5 hours per week, some flexibility required:
  - **Morning/Afternoon/Evening/Weekend shifts, some holidays**

#### **Qualifications Required:**

Applicants must be 18 years of age or older and have a high school diploma or GED.

Preference is given to William Floyd School District residents.

- Excellent customer service and communication skills
- Ability to work well with a diverse staff and population of patrons
- Computer proficiency including MS Suite (Word, Excel, Outlook), Canva, etc.
- Organized, punctual, and dependable
- Solution oriented and motivated to learn

**Starting wage:** \$23.00 per hour

Applications may be returned in person to the Business Office drop-off box during library hours, by fax 631-399-1518, or scanned and emailed as an attachment to:

[employment@communitylibrary.org](mailto:employment@communitylibrary.org)

The Mastics-Moriches-Shirley Community Library does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.