



NOTICE OF PT POSITION

DEPT: SECURITY
JOB TITLE: PART-TIME GUARD
JOB NOTICE NUMBER: SEC0925

DATE POSTED: Sept. 24, 2025
CLOSING DATE: October 3, 2025
APPROXIMATE START DATE: Oct.15

RESPONSIBILITIES:

- Patrol the library buildings and grounds for safety checks
- Maintain order during large assemblies or public programs
- Handle behavior disturbances in the library with tact and professionalism
- File incident reports using online system
- Report disturbances or suspicious circumstances to administration/managers
- Lock building nightly, do closing security checks
- Other duties as assigned

QUALIFICATIONS:

- ✓ Must have current NYS Security Guard license
- ✓ Must be able to perform physical labor including walking and standing for long periods
- ✓ Ability to work well with others, including the public
- ✓ Dependable and punctual
- ✓ Preference given to residents of the William Floyd School District
- ✓ Applicant must have HS diploma or GED
- ✓ **We are seeking candidates who can work up to 17 weekday hours per week; evening shift of 5:00 – 9:00 pm Tues, Weds, Thurs, in addition to Saturdays, Sundays as assigned. Time and a half Sundays. Additional availability is a plus.**

Starting Salary: \$21.50/hour

Applications must be emailed to employment@communitylibrary.org

Only candidates being considered will be contacted.

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