

Notice of Position

Mastics-Moriches-Shirley Community Library

Literacy Department

Job Notice # 527111p

Job Title: Part Time Library Clerk

Date Posted: 11/22/25

Closing Date: 12/12/25

Starting Date: 01/05/26

*Please note that 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 in our Literacy Office:

- Perform a variety of clerical tasks to support Literacy programs and library operations:
 - English as a New Language/Citizenship classes, Family Literacy programs, etc.
 - Register new students, maintain patron files, make reminder calls, 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:
 - Ex., 5K Run for Literacy, A Celebration of Literacy, Book Sale for Literacy, etc.
- Maintain student files and weekly class spreadsheets
- Record program statistics
- Monitor inventory and order supplies
- Operate office equipment such as computer (MS Office 365), copy machine, and camera
- Work up to **17.5 hours** per week, **evening shifts, Monday-Thursday, 4:00-9:00 pm**
 - some flexibility required (1 Friday per month, events, Sundays, etc.)

Qualifications Required:

Applicants must be 18 years of age or older and have a high school diploma or GED. Preference given to William Floyd SD residents. Proficiency in a language(s) other than English, a plus.

- Excellent customer service and communication skills
- Ability to work well with a diverse staff and population of patrons
- Organized, punctual, and dependable
- Solution oriented and motivated to learn
- Strong computer skills including Microsoft Excel and Word

Starting wage: \$23.00 per hour

Applications may be returned in person to the Library Business Office during library hours, or scanned and emailed as an attachment to 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.