



## **John C. Hart Memorial Library**

*Yorktown's Community Library*

### **Librarian or Library Assistant: Part-Time John C. Hart Memorial Library**

#### **Overview**

The John C. Hart Memorial Library is seeking an energetic and creative part-time Librarian or Library Assistant to join the Adult Reference Team. This individual will provide general reference and information services, readers' advisory and may develop and implement programs. The candidate will provide assistance to patrons using the library in accessing information, library materials, and technology, as well as performing other job-related duties as assigned.

Reports to the Head of Adult Services.

***\*\*Hours will include weekend shifts, may include nights\*\****

#### **Qualifications**

- One (1) year of work-related experience.
- Evidence of strong customer service and communication skills.
- Strong technology skills including Canva, MS Office, Google Workspace, PCs, Macs, tablets, and e-readers

#### **Preferred Qualification:**

- Bachelor's Degree in a related field
- Experience working in a library or public service setting.
- MLS or MLIS from an ALA-accredited University. NYS Public Librarian certification or ability to become certified

Library Assistant Hourly Rate \$20 - \$24.

Librarian Hourly Rate: Mon-Sat \$29, Sun \$34

**To Apply:** Interested Candidates please submit your resume and cover letter to Allison Egan - [aegan@yorktownlibrary.org](mailto:aegan@yorktownlibrary.org)