

## NOTICE OF POSITION

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

**Job Title:** Part Time Library Clerk, Spanish Speaking

**Job Notice #** LCSS4121p

**Date Posted:** 12/19/24

**Closing Date:** 01/03/25

**Starting Date:** 01/21/25

Please note: only candidates being considered will be contacted

#### Description of Duties:

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

- Perform a variety of clerical tasks to support Literacy programs and library operations
  - English as a New Language classes for adults, family literacy programs, workshops related to English proficiency and Citizenship, etc.
- Assist with in-house and off-site literacy programs, events, and outreach:
  - setting up for workshops on location, taking attendance, making copies and preparing materials, promoting literacy services, etc.
- Lead the biweekly Mujeres Latinas group
  - connect with patrons, arrange workshops and programs, facilitate sessions
- Assist with office tasks such as:
  - registering new patrons, intake exam, class scheduling, maintaining patron files, reminder calls and messages, etc.
- Operate office equipment such as computer (MS Office 365), library software, copy machine, camera and social media, etc.
- Assist with special projects as assigned, such as:
  - 5K Run for Literacy, A Celebration of Literacy, etc.
- Work up to 17.5 hours per week, some flexibility required:
  - **morning and afternoon shifts, occasional weekends/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 in English and Spanish
- Ability to work well with a diverse staff and population of patrons
- Computer proficiency including MS Word, Excel, and Publisher, 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.