

### **Youth Services Assistant (part-time). Putnam Valley Free Library**

We are currently seeking a Youth Services Assistant to provide excellent service to children and/or caregivers when they visit the library. The position includes assisting with the development and promotion of programs and resources, answering reference and information questions; checking materials in and out; answering the telephone; shelving, shelf reading, and setting book displays.

#### **Qualifications, Desired Knowledge and Skills:**

Experience working with children

Strong interest in youth literature, child development, and early literacy

Ability to use technology/strong computer skills

Ability to represent the library in a professional manner

Performs other duties as assigned.

Must be able to stand for long periods, lift, crouch, and stoop.

Enthusiastic and creative

**Requirements:** Applicants should have a high school diploma or GED. Some college is preferred. early childhood/elementary teaching experience a plus. Previous library experience is a plus.

**Hours:** Wednesday 2:00 pm – 7:00 pm, Friday 10:00 am – 5:00 pm and Saturday 10:00 am – 4:00 pm.

Wage: \$ 14.00/hour.

Please email your resume to Director Katherine Reilly at [director@putnamvalleylibrary.org](mailto:director@putnamvalleylibrary.org) with the subject heading: "Youth Services Assistant

### **Library Clerk (part-time). Putnam Valley Free Library**

The Library Clerk will be responsible for sorting, shelving, and locating library materials; maintaining organization and the general appearance of the Library; providing simple directional information to patrons; and assisting with the use of the online library catalog, library resources, computers, and other technology or software. Primary responsibilities would include checking items in and out at the circulation desk, working with the public: assist patrons, both in-person at the Library and over the phone, with a wide variety of informational needs.

#### **Qualifications, Desired Knowledge, Skills:**

Strong customer service

Ability to work well with others and independently.

Comfort with using technology.

Ability to represent the Library in a professional manner

Performs other duties as assigned.

Must be able to stand for long periods, lift, crouch, and stoop.  
General interest in libraries and reading.

**Requirements:** Applicants should have a high school diploma or GED. Some college is preferred.  
Previous library experience is a plus.

**Hours:** Wednesday 2:00 pm – 7:00 pm and Saturday 9:30 am – 4:00 pm.  
**Wage:** \$ 13.20/hour with no benefits.

Please email your resume to Director Katherine Reilly at [director@putnamvalleylibrary.org](mailto:director@putnamvalleylibrary.org) with the subject heading: "Library Clerk Position."