bedfordhills
FREE LIBRARY

JOB NOTICE

Temporary Part-time Patron Services/Circulation Clerk

The Bedford Hills Free Library, an association library serving the Town of Bedford and the hamlet of Bedford Hills, has an immediate opening for an energetic, smart, and experienced clerk with strong customer service skills to join our Patron Services/Circulation team.

Primary responsibilities include providing circulation services and information to patrons, as well as administrative, technical, or program support to librarians.

Knowledge of library methods and circulation systems and experience within the Westchester Library System are required, along with enthusiasm for reading and literacy, excellent customer service, and strong technical and communication skills. B.A. or liberal arts background preferred, but not required. Bilingual English/Spanish is highly desired.

This is a temporary, part-time, non-exempt position that substitutes for regular staff during the holiday season and when needed. Pay range: $19–$23/hour, depending upon experience.

To apply, please send a cover letter and resume to Mary Esbjornson, Executive Director, mary@bedfordhillslibrary.org, or via mail: Bedford Hills Free Library, 26 Main Street, Bedford Hills, NY 10507. To learn more about the Library, see our website: bedfordhillsfreelibrary.org.

Founded in 1915, the Bedford Hills Free Library is accredited by the New York State Board of Regents and is a member of the Westchester Library System (WLS). The Bedford Hills Free Library is an equal-opportunity employer. We are committed to prohibiting discrimination on the basis of race, color, religion, creed, national origin, gender, age, sexual orientation, or any other characteristic protected by law.

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