



Position Available

Part-time Weekend Circulation Clerk

The Lewisboro Library is seeking a part-time circulation clerk for Mondays, Tuesdays and one or two Saturdays and Sundays per month.

Substitute hours may be available during the week.

Starting rate: \$17.75 per hour

Sunday rate is time and a half.

Circulation desk duties include checking in and out library materials, registering library cards, accepting fines, shelving library materials, maintaining the hold shelf, maintaining our email recipient list, etc.
Other clerical duties and projects as assigned.

Skills/Requirements:

- Knowledge of Evergreen circulation system
- Excellent customer service skills
- Knowledge of Microsoft Office, Google Suite, Canva & Library digital content apps
- Dependable
- Attention to detail
- Friendly team-player
- Punctual

Please send resume: Cindy Rubino, Library Director

Lewisboro Library

P.O. Box 477

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South Salem, New York 10590

(914) 875-9004

crubino@lewisborolibrary.org