



LEWISBORO LIBRARY

The Heart of the Community

Position Available

Part-time Weekend Reference Librarian

The Lewisboro Library is seeking an enthusiastic, technology-savvy part-time weekend reference librarian to join our team in South Salem, New York.

Responsibilities include:

- Provides excellent customer service for reference and reader's advisory.
- Assists library patrons with using public computers, software applications, online resources and digital content services including training one-on-one and small groups.
- Assists with collection development and cataloging of adult collection.
- Assists with creating and running library programs.

Requirements:

- Master's in Library Science and New York State Public Librarian's certificate. MLS students nearing completion of their degree may apply.
- Knowledge of Evergreen ILS, Google Workspace, Microsoft Office suite, library digital content apps and services.
- Enthusiasm for working with the public in a library dedicated to its mission as the heart of the community.
- Ability to collaborate well with a team as well as work independently.
- Attention to detail and commitment to excellent customer service.

Schedule: Saturdays & Sundays

Salary: \$27.00-\$29.00 depending on experience

Sunday rate is time and a half.

Substitute hours during the week may be available.

Please send resume to: Cindy Rubino, Library Director
crubino@lewisborolibrary.org
Lewisboro Library
(914) 875-9004
www.lewisborolibrary.org