



The Mamaroneck Public Library is seeking a friendly, reliable, and service-oriented Front Desk Circulation Clerk to join our team. This position plays a key role in providing welcoming, efficient service to patrons of all ages and supporting the daily operations of the library.

Key Responsibilities

- Greet patrons and provide excellent customer service at the front desk
- Check materials in and out using the library's circulation system and Issue library cards and assist patrons with basic account questions
- Answer general questions and direct patrons to appropriate resources or staff
- Prepare outgoing and incoming shipments of library materials for distribution to other Westchester libraries, maintaining organization and accuracy.
- Handle cash transactions, including fines and fees

Qualifications

A high school diploma or equivalent is required, along with strong customer service and communication skills. Candidates should be comfortable working with computers and learning library software, able to work both independently and as part of a team and have strong attention to detail and organizational skills. The role also requires the ability to stand, walk, bend, and lift library materials. Prior library or customer service experience is preferred but not required.

Schedule & Compensation

Part-time position: weekday and Saturday availability required

Salary: \$17.50 per hour

Interested candidates should submit a resume and brief cover letter to Barbara George, Head of Circulation at bgeorge@mamaronecklibrary.org