



JOB POSTING

Position: Substitute Library Clerk

The Mount Pleasant Public Library in Pleasantville, NY, has an opportunity for an enthusiastic and customer-centered person as a substitute Library Clerk to work at our circulation desks at the Main Library in Pleasantville and Branch Library in Valhalla. We schedule substitutes for varying hours on an as-needed basis Monday through Sunday.

Candidates who are interested in Saturday-only hours may apply.

The ideal candidate will have the following qualifications:

- Excellent customer service and interpersonal communication skills.
- Ability to engage with people of all ages in a friendly and welcoming manner.
- Experience working with an ILS system (Evergreen a plus) and searching online catalog.
- Ability to be flexible, adapt to changes, learn new skills, and multi-task.
- Physical condition commensurate with job duties.

Hours: 3- to 4-hour shifts as needed Monday through Sunday.

Salary: \$20.08/hr Monday through Saturday

\$34.79/hr Sunday

Contact: Please email resume and cover letter to Marie Trapasso, Principal Library Clerk
mtrapasso@mountpleasantlibrary.org

Deadline: We will begin the interview process immediately and will accept applications until April 17, 2026, or until the position is filled.