

Job Opening: Library Clerk, Youth Services Schuylerville Public Library



About the Library

The Schuylerville Public Library is located in the village of Schuylerville and serves a population of 9,981 across seven towns and two villages. Schuylerville has an especially rich past being a battlefield in two wars, location of many revolutions, including fights for freedom, transportation, and industry along with an abundance of rich natural resources and a bounty of agriculture. In 2013, the Schuylerville Public Library was named a 3-star library by the Library Journal magazine. Each year, the Library hosts hundreds of programs and serves thousands of people. All of its programs and exhibitions are free and open to the public. Connect here for TLC! (Technology, Literacy, and Community).

<http://schuylervillelibrary.sals.edu/>

Library hours:

Monday – Friday 10am-8pm

Saturday 10am-2pm

Sunday CLOSED

Job Description: This part-time position requires strong customer service skills, understanding and ability to work with people of all ages, with an emphasis on pre-school, school-age and teenage youth, the ability to juggle multiple demands, knowledge of children's and teen literature, and a knowledge of and comfort with current technology and trends. The clerk will prepare for and conduct story times and other programs; assist in maintaining the children's and young adult collections; promote use of library materials and services; perform outreach to schools and community agencies; prepare press releases and social media posts; oversee online event calendar; oversee monthly newsletter production; and perform other duties as assigned. This position pays \$14.07 per hour. The schedule will consist of mostly daytime and some evening and weekend shifts, totaling 25 hours per week. This position is supervised by the Library Director. The clerk will work closely with all staff to coordinate program schedules and press. This is a civil service position, therefore appointments will be provisional pending a civil service exam.

Minimum Qualifications: Some college, Experience working with Children and/or Teens, Familiarity with Social Media and public relations

To Apply

Send resume, cover letter, and three professional references to Caitlin Johnson, Library Director: cjohnson@sals.edu

Or Caitlin Johnson
Schuylerville Public Library
52 Ferry Street
Schuylerville, NY 12871

Applications due by July 31, 2017.