

Position Available

Weekend & Substitute Circulation Clerk

Lewisboro Library

The Lewisboro Library is seeking a part-time circulation clerk for approximately 10 hours per week.

Hours will increase in the summer months.

1 to 2 weekends per month required plus some weekday hours.

Hourly rate based on experience and qualifications.

Circulation desk duties include checking in and out library materials, registering library cards, accepting fines, shelving library materials, maintaining the hold shelf, etc.

Other clerical duties and projects as assigned.

Skills/Requirements:

- Excellent customer service skills
- Basic knowledge computers
- Dependable
- Attention to detail
- Friendly team-player
- Punctual
- Knowledge of SIRSI circulation system a plus

Contact: Cindy Rubino, Library Director

Lewisboro Library

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