



19 Main St, Lake Luzerne, NY 12846

rockwellfalls.sals.edu

518-696-3423

Job Opening

Library Clerk – Programming Support (Part-Time)

Rockwell Falls Public Library is seeking a friendly, dependable, and community-oriented individual to join our team. This role combines public service, circulation desk responsibilities, and support for library programs and community events. The ideal candidate enjoys working with people of all ages, especially children and teens and is comfortable assisting with crafts, activities, and community programming.

Who We're Looking For

We are looking for someone who:

- ✓ Enjoys helping people
- ✓ Is comfortable working with children and families
- ✓ Is organized and dependable
- ✓ Can adapt when plans change
- ✓ Enjoys hands-on activities and community events
- ✓ Can reliably work Wednesdays, Thursdays, and Saturdays

Schedule & Pay

15–20 hours per week

Current schedule:

- Wednesday: 1:00 PM – 6:00 PM
- Thursday: 1:00 PM – 6:00 PM
- Saturday: 10:00 AM – 4:00 PM

Additional daytime or evening hours may occasionally be available.

\$16.00–\$17.00 per hour

What You'll Do

Public Service & Circulation

- Assist patrons at the circulation desk
- Check materials in and out

- Answer phones and respond to questions
- Help patrons locate materials and use library resources
- Assist with printing, copying, and basic technology questions

Programs & Community Engagement

- Prepare materials for programs and activities
- Assist with children's, teen, and adult programs
- Set up and cleanup program spaces
- Help organize program supplies
- Assist with outreach and community events
- Contribute ideas for activities and programs

Administrative Support

- Use library software and office technology
- Assist with flyers and promotional materials
- Support social media and website updates as assigned

Qualifications

Required

- High school diploma or equivalent
- Strong customer service and communication skills
- Dependability and consistent attendance
- Ability to work independently and as part of a team
- Ability to work the required schedule

Preferred

- Experience working with children, teens, or families
- Experience in libraries, education, recreation, childcare, or customer service
- Experience assisting with programs, activities, or events
- Familiarity with Canva, social media, or graphic design tools

Physical Requirements

- Lift and carry up to 40 pounds
- Move tables, chairs, and program materials
- Use stairs regularly
- Participate in program setup and cleanup

To Apply

Submit a resume and brief letter of interest to:

Luz-director@sals.edu

Applications will be accepted until the position is filled.