



WHITE  
PLAINS  
PUBLIC  
LIBRARY

**Part-Time Library Assistant  
Youth Services  
Position Opening  
April 27, 2023**

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Do you love helping kids, teens and families find a great read, the answer to a homework problem, and brightening up their day? Then come be part of one of the most exciting libraries in New York at the White Plains Public Library.

The White Plains Public Library has openings for Part-Time Library Assistants in our Youth Services Department, consisting of the Trove, our Children’s Library for up through Grade 6, and the Edge, our Teen Library for grades 7-12. One of the busiest public libraries in New York State, the White Plains Public Library values excellent customer service as well as innovation and experimentation in services and programs.

Duties may include:

- Providing patron assistance in the circulation of materials.
- Providing customer service, reference, reader’s advisory and basic computer help.
- Assisting with shelving materials and pulling materials for holds.
- Other tasks may be assigned as needed.

Minimum Qualifications

Some college required. College degree and/or previous library experience preferred. Graduate students in library science or education are encouraged to apply; this is a wonderful opportunity to gain experience working with youth and families in an innovative urban library.

Hours will include evenings and weekends with an average of -12 hours per week, with additional hours possible as needed. Special consideration given to applicants available Saturdays from 1-5 p.m., Tuesdays and Thursdays between 12-6 p.m., and on an as-needed basis. Starting salary is \$16.75/hour.

In its 2022-2024 Strategic Plan, the Library committed to equity, diversity and inclusion, holding them as core values. We welcome all people and provide equitable access to Library services, programs and resources. We offer programs, services, materials, and resources that respect, support, and represent the diversity of White Plains and are informed by engagement with our community. We provide a diverse and inclusive workspace and seek to attract and retain staff that reflect the diversity of White Plains. For the Library’s complete Strategic Plan, visit <https://whiteplainslibrary.org/policies/plan>.

If interested, please email your cover letter and resume to: Joshua Carlson, Youth Services Manager, [jcarlson@whiteplainslibrary.org](mailto:jcarlson@whiteplainslibrary.org). Please put “Youth Services Opening” in the subject line.

The City of White Plains is an Equal Opportunity Employer.