

OPEN POSITION



WEST HEMPSTEAD
PUBLIC LIBRARY

Part-Time Library Trainee Job Announcement

The West Hempstead Public Library is seeking a creative, energetic, friendly, service-oriented, part time Library Trainee. This position is perfect for someone seeking to learn all aspects of a public library from circulation to children's room to programming.

Duties and Responsibilities include:

- Circulation duties: demonstrate excellent customer service, greet patrons, create library cards, check in / out materials, assist with copying, faxing and scanning, answer phones
- Children's Reference: provide reference and readers' advisory to children and parents from birth through grade 5
- Reference and Young Adult Services: desk coverage and service to a diverse community, including readers' advisory, assistance with computers, mobile devices and printing, aid patrons with library e-resources such as Libby and Hoopla
- Programming: plan, organize and facilitate library programs and events both virtually and in-person
- Must be reliable and willing to work a flexible schedule
- Position may involve prolonged periods of sitting and lifting of up to 25 lbs
- Proficiency in current technology such as Canva, Microsoft Office, Google Suite, social media and video conferencing platforms is preferred.
- Other duties as assigned

Qualifications:

- Currently enrolled in a Master of Library Science program at an ALA accredited school with a minimum of 6 credits.
- Must be a Nassau County Resident

Schedule:

Part-time – up to 17 hours/week, including nights, Saturdays and Sundays as assigned.

Salary: \$27.14 Expected date of hire is August 9, 2024.

This is a non-competitive civil service position. Must be a Nassau County resident.

Application: <https://www.whplibrary.org/employment/>

Please send completed application including resume, cover letter and references to:

West Hempstead Public Library

Attn: Emily Trezza

500 Hempstead Ave.

West Hempstead, NY 11552

etrezza@whplibrary.org

No Phone Calls Please