



POSITION AVAILABLE

Part-Time Library Assistant
Youth & Family Services
(21 hours)

The Riverhead Free Library seeks an innovative library assistant who enjoys working with children of all ages and their families. This position reports directly to the Youth & Family Services Coordinator.

Job Duties:

- Assist professional librarians in their functions
- Prepare and conduct library programs for children birth-grade 12
- Prepare and conduct STEM and Maker programs for children birth-grade 12
- Provide reference and readers' advisory and referral services
- Create displays to market library materials
- Assist with collection development as needed
- Assist librarians with library visits for grades Pre-K- Grade 12
- Demonstrate and explain digital resources
- Collaborate with other staff/departments to plan, promote, and present library programs and events
- Promotion and demonstration of library programs and services through outreach
- Read, understand, and uphold library policies and procedures
- Perform other duties as assigned

Qualifications

- Bachelor's Degree from an accredited college or university
- Ability to work well with children, birth-grade 12, and their families
- Proficiency in utilizing current technologies
- Possess excellent communication and organizational skills for working collaboratively on library events
- Ability to establish and maintain effective working relationship with supervisors, coworkers, library patrons, members of professional library organizations and community groups
- Spanish speaking a plus

Hours:

- 21 hours per week
- Tuesday evenings, Friday 9:00am-5:00pm, and one other day per week
- Weekends are on a rotation basis (two Saturdays and two Sundays a month)

Salary:

- \$24.36 per hour

Benefits:

- NYS Retirement System

To be considered for this position, please email your resume and letter of intent by Friday, October 23, 2026 to Lauren Brown, Youth and Family Services Coordinator, lauren.brown@riverheadlibrary.org, using the subject line Youth Services Library Assistant