



Part-time Sunday Librarian - Adult Services

The Scarsdale Public Library has an opening for Sunday librarians in Adult Services. We are seeking flexible, patron-focused, energetic individuals for our busy Sunday afternoons. This position requires the ability to work a minimum of 2 Sundays per month from 12pm – 5pm or 11:30-5pm as needed.

The Scarsdale Public Library is a bustling and lively hub of a community that values education and supports its library. It is a leading public library in Westchester County, consistently at the top of annual statistical rankings for numbers of visitors, programs and circulation of its collections. It is a member of the Westchester Library System, a consortium of 38 member libraries.

General Responsibilities:

- Providing reference and readers advisory services
- Assisting patrons in the discovery and utilization of library offerings
- Instructing patrons in use of library catalog, databases, and other electronic services
- Basic program coverage
- Assisting full-time librarians with special projects

Knowledge/Skills/Abilities:

- Excellent customer service skills
- Knowledge of standard library procedures, current information technology, Internet and database searching
- Strong technology skills; knowledge of Evergreen a plus
- Ability to communicate effectively with others, orally and in writing, including through email

Education/Qualifications:

- Master's Degree in Library Science from an ALA-accredited program
- NYS Public Librarian certificate required by start date

Compensation: \$32 an hour

Note: The Library is closed for 10 Sundays during the summer in July and August.

To apply, please submit a cover letter and resume to Wendy Archer, Adult Services Manager, warcher@scarsdalelibrary.org.