

# RED JACKET COMMUNITY LIBRARY



89 South Main St. Manchester, NY 14504 • 585-289-7063 • [www.redjacket.owwl.org](http://www.redjacket.owwl.org)

## Part-Time Library Clerk - Programming

The Red Jacket Community Library, in Manchester, NY, is seeking a part-time Library Clerk to provide outreach and programming for the library's children, teen, and adult patrons. The Red Jacket Community Library serves the same geographic area as Manchester-Shortsville Central School District and is a member of the OWWL Library System. This position requires strong communication skills, planning and attention to detail, and ability to work collaboratively.

### Duties and Responsibilities:

- Works with the director and all staff to plan and implement regularly occurring programs for patrons of all ages
- Plans and implements Summer Reading programs for all ages
- Promotes library services and programs to the community through in person outreach, library website, flyers and social media
- Provides outstanding customer service at the circulation desk assisting patrons
- Performs opening and closing routines responsibly and independently
- Handles cash transactions accurately, collecting patron charges and payments
- Performs routine circulation duties and assures accurate library shelving
- Attends job related training, seminars and meetings.
- Curates either Teen or Children's collection by ordering materials, processing new materials, and weeding
- Assists programming team lead in duties related to: program planning, statistics, outreach, partnerships, purchasing program materials, and booking outside vendors

### Minimum Qualifications:

- High school diploma or equivalent
- Must meet Ontario County Civil Service requirements for Library Clerk
- Eager to work as part of a team and work with patrons of different age groups
- Ability to multitask, prioritize, and manage efficiently

### Requirements and Skills Considered:

- Experience planning and implementing programs such as storytimes, arts and crafts, technology
- Comfortable using social media and technology such as Google Applications, WordPress, Canva, Mailchimp and Facebook
- Demonstrates high level of attention to detail, adaptability, courtesy, orderliness and reliability

# RED JACKET COMMUNITY LIBRARY



89 South Main St. Manchester, NY 14504 • 585-289-7063 • [www.redjacket.owwl.org](http://www.redjacket.owwl.org)

- Physical condition commensurate with the demands of the position, including but not limited to ability to lift and carry heavy items, climb stairs and stools or ladders, bend and stoop, and stand for long periods of time.

## **Compensation and Benefits:**

Compensation is \$15.20/hour. The position is for 15 hours weekly including mornings, afternoons, evenings and Saturday hours.

## **To Apply:**

Please submit resume, cover letter, and three references to Jordan Schneider, Library Director: [redjacketlibrarydirector@owwl.org](mailto:redjacketlibrarydirector@owwl.org).

Preference will be given to applications before May 13, 2023.