**Part-Time Senior Library Clerk-Programming**

The Bloomfield Public Library, in Bloomfield, NY is seeking a part-time Senior Library Clerk to provide outreach and programming for the library’s children, teen, and adult patrons. The Bloomfield Public Library serves the same geographic area as the Bloomfield Central School District and is a member of the Ontario, Wayne, Wyoming, Livingston County (OWWL) Library System. This position requires strong customer service skills, planning and attention to detail, and the ability to work with people of all ages. The position is for 15 hours weekly including mornings, afternoons, evenings and one Saturday per month.

**Duties & 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 circulation desk assisting patrons
* Handles cash transactions accurately, collecting patron charges and payments
* Performs opening and closing routines responsibly and independently
* Performs routine circulation duties and assures accurate library shelving
* 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

1 year of full-time paid library clerical experience or its part-time equivalent

Must meet Ontario County Civil Service requirements for Senior Library Clerk

Eager to work as part of a team and work with patrons of different age groups

Ability to multitask, prioritize, and manage time efficiently

**Preferred Qualifications**

Experience planning and implementing programs such as storytimes, arts and crafts, technology assistance, gaming etc.

Comfortable using social media and technology such as WordPress, Canva, and Facebook

**Physical Demands**

Ability to tolerate moderate physical demands, including sitting, standing, or walking for sustained periods of time, reaching, lifting, turning and twisting, bending and stooping, pushing and pulling, climbing stairs, using a ladder or stool, and listing up to 30 lbs.

**Compensation and Benefits**

Compensation is $15.20/hour

**To Apply**

Please submit resume, cover letter, and three references to Chelsea Arnold, Library Director: [bloomfieldlibrarydirector@owwl.org](mailto:bloomfieldlibrarydirector@owwl.org) or mail to:

Bloomfield Public Library

9 Church Street

Bloomfield, NY 14469

Preference will be given to applications received before April 10, 2023