



Job opening(s): Library Page

The Catskill Public Library is looking for cheerful, reliable, part-time (16-28 hours/week) help to work at our main location and/or our branch location in Palenville, NY.

Some evenings (to 7pm) and alternating Saturdays (10am to 2pm) are required.

Working under the Supervision of our Staff you will be:

- Conducting circulation duties at public service desks

- Assisting library users with a variety of questions, primarily technology-related (Using computers, hand-held devices, etc.)

- Performing searches in library catalog and related databases

- Operating office machinery: fax machines, photocopiers, computers & cash register

- Fielding phone calls and taking messages

- Participating with library Summer Programs!

The ideal candidate will be ready, willing and able to work with us during our Summer Programming season! We are especially looking for individual(s) with an unshakeable positive attitude.

Minimum qualifications: None. This entry level position will provide you with great job experience. Perfect summer job for high school students! Proof of vaccination is required.

Salary: Starting salary is \$13.50 per hour. Training and some benefits provided.

This is a temporary, part-time summer position, with the possibility of continuing (reduced hours) in the fall.

Please drop off or email your information and interest to director@catskillpubliclibrary.org with the subject heading "*Library Page Position*".

No phone calls please.

Catskill Public Library: 1 Franklin St., Catskill NY 12414