

The Mendon Public Library is seeking an energetic, organized person whose personality and skill set enhances the reputation of the Mendon Public Library (MPL) as a vibrant and essential part of our community. This part-time library clerk position will require a team player primarily serving the patrons of the library through the circulation desk at the library.

MPL serves the Town of Mendon and adjoining communities. We are part of the Monroe County Public Library System. Our staff members are active participants in the community and pride themselves on exceptional customer service. As a small team, all staff members are cross-trained in the basics of library operations to best serve our patrons and guests.

If you like children, technology, working in a flexible environment with caring and giving co-workers, we invite you to apply. You will need to be available weekends, able to bend, lift, stand for longer periods of time, trustworthy, and friendly. You must hold at least a high school diploma and post-secondary education is encouraged.

This position will report directly to the Library Director, and will be under 20 hours per week. Applications due no later than May 25, 2018. Letter of interest and resume should be submitted via e-mail to: mendonlibrarystaff@libraryweb.org no later than May 25, 2018. Salary dependent upon qualifications and experience.