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Now Hiring!

(Part-Time) Library Assistant, Youth & Family Services

POSITION OVERVIEW:

The East Greenbush Community Library is seeking a friendly, creative, and service-oriented Library Assistant (part-time) to join our dynamic Youth & Family Services team. This position supports the daily operations of the Children's and Teen Rooms and assists with readers' advisory, collections, programs, and events serving children, teens, and families in a welcoming suburban community with a strong commitment to education and inclusion.

KEY RESPONSIBILITIES

Responsibilities may include, but are not limited to:

- Assisting patrons in the use of the library's collections and services
- Staffing the Youth Services Department, as assigned
- Supporting the planning, implementation, and delivery of in-library and outreach programs for children, teens, and families
- Creating and maintaining engaging displays of library materials
- Designing posters and promotional materials using Canva or similar tools
- Helping maintain a welcoming, safe, and comfortable environment for children, young adults, and families

MINIMUM QUALIFICATIONS:

- Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree; or
- Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and two (2) years of library experience
- Experience working with children and teens.

IDEAL CANDIDATE QUALITIES:

The ideal candidate will:

- Enjoy working with children, teens, and families
- Contribute to a playful, creative, and inclusive environment
- Interact with the public in a friendly, responsive, and professional manner
- Possess strong computer skills and comfort learning new technologies
- Demonstrate enthusiasm for youth services and public library work

COMPENSATION: \$22.21-\$27.76 per/hour. Placement within this range is based on relevant experience, following the library's step schedule.



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ASSIGNMENT: Preferred schedule is Mondays & Wednesdays 4-8pm, Thursdays 4:30-8pm, and alternating Saturdays 10am-2pm. We will be flexible for the right candidate.

REPORTS TO: Head of Youth & Family Services

BENEFITS:

- Employee Assistance Plan
- Paid sick leave
- Paid family leave
- Optional enrollment in the NYS Retirement System
- Professional development opportunities
- Supportive and mission-driven team

APPLICATION INSTRUCTIONS: This is a civil service position; appointments are provisional; and the successful candidate must take the required exam when available. Civil Service applications are available in-person at the library or [online](#). Please submit your Civil Service application (leave social security line blank), resume, cover letter, and three professional references to search@eglibrary.org or deliver them in person (attn. Amy McCarthy). Applications will be reviewed as they are received, and the position will remain open until filled.

ABOUT US:

At the East Greenbush Community Library, we are dedicated to being a vibrant community hub where learning, creativity, and connection thrive. With a strong commitment to diversity, equity, and inclusion, we aim to inspire learning, imagination, collaboration, and compassion by providing our community with equitable access to resources in a welcoming environment. Serving over 100,000 patrons each year, we circulate more than 250,000 items and host programs that engage over 25,000 participants. Proudly recognized by the Times Union as the region's Best Library (2nd place) for five consecutive years, we're excited to grow our team with individuals who are passionate about making a meaningful impact.