



627 NORTH SUNRISE SERVICE ROAD, BELLPORT, NY 11713
TEL: 631-286-1600 ■ FAX: 631-286-1647

The Suffolk Cooperative Library System (SCLS) is seeking a motivated, team-oriented individual to join our Member Services department as a Part-Time Library System Aide (Temporary). This role consists of supporting the Lending Library team in managing shared program materials and executing outdoor movie events for our member libraries across Suffolk County. Key responsibilities include assisting with the care and organization of Lending Library equipment and assisting with outdoor movie events.

SCLS is a 56-member public library system in Suffolk County, NY. The starting salary for this position is \$17 per hour. The work schedule will consist of 25 hours per week (from May 2026 through September 2026). Please note that hours fluctuate based on departmental needs; evening and weekend availability is required, as outdoor movie events occur after sunset.

For a full list of job responsibilities, please see the attached job description.

To apply, please send a cover letter and resume to Suffolk Cooperative Library System Human Resources Office at sclshr@suffolknet.org by **Friday April 3, 2026**.

DEPARTMENT: MEMBER SERVICES
POSITION TITLE: LIBRARY SYSTEM AIDE – Part Time
REPORTS TO: ADMINISTRATOR FOR MEMBER SERVICES
GENERAL DESCRIPTION: Assists department managers with various Library System tasks and duties as needed.

ESSENTIAL FUNCTIONS:

1. Assists with outdoor movie events.
2. Assists with monitoring and oversight of borrowed items via SCLS Lending Library.
3. Assists with sorting of library materials as needed.
4. Assists with A/V equipment use and maintenance.
5. Assists with general office duties.

OTHER FUNCTIONS:

1. On occasion, assists with meeting room set-up.
2. Assists in minor repairs and maintenance of Lending Library equipment.
3. Assists with A/V set-up and document preparation for meetings.
4. Assists with delivery of Lending Library items as needed.
5. Performs other functions as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to move heavy equipment with assistance.
2. Ability to follow oral or written instructions.
3. Ability to work independently or in a group setting.
4. Ability to deal tactfully and courteously with others.
5. Ability to count and do simple arithmetic.
6. Good manual dexterity.
7. Ability to make Sustainable work-related decisions.

REQUIRED EXPERIENCE AND TRAINING:

1. High school graduate or equivalent.
2. Any equivalent combination of experience and training to indicate ability to do the work.