

Watkins Glen Central School District Free Public Library
610 S Decatur Street
Watkins Glen, NY 14891
(607) 535-2346



NOTICE OF VACANCY
LIBRARY AIDE (PART-TIME)

The Watkins Glen Public Library is seeking a friendly, customer-service-oriented Library Aide to support library services and assist patrons. Duties include checking materials in and out, issuing library cards, shelving books, answering basic questions, helping patrons locate materials, maintaining displays, and keeping the library organized. The position also assists with preparing programs, working with volunteers, and providing general support to library staff.

Posting Window: Applications will be reviewed as they are received, until a successful candidate is selected.

Anticipated Start Date: October 2025

Required Qualifications: See Civil Service Application and Library Aide job description.

Salary: \$16.50/hour

Schedule: 18-25 hours per week dependent on availability. Evening and/or weekend availability is preferred.

Benefits: The equivalent of three (3) weeks Paid Time Off (PTO), 9 Paid Holidays per year

Qualifications: High school diploma or equivalent required; prior library experience preferred. Applicants should have strong communication and organizational skills, be self-motivated, and skilled with computers.

A Civil Service application for employment must be completed and submitted to the Schuyler County Civil Service office at 105 Ninth Street, Watkins Glen, NY 14891.