



Now Hiring in Greenwich and North Fairfield Library Clerk

Do you love the library and always thought it would be the perfect place for you to work?

Huron County Community Library is hiring a Library Clerk – and you may be the perfect fit. This is an entry level, part time position (15-20 hours a week) paying \$11.00/hr.; benefits include paid time off, sick leave, holiday pay and state retirement. The ideal candidate will work at both locations; must be able to work days, evenings, and rotating Saturdays.

Location: Greenwich and North Fairfield

Hours: 15-20 hpw

Rate: starting at \$11.00

Requirements:

- Computer Proficient
- Demonstrated ability to enforce policies and procedures
- Familiar with operating office equipment
- Excellent customer service skills

Qualifications:

- High school graduate or equivalent
- Excellent verbal and written communication skills
- Self-motivated, hard working
- Team player
- Available days, evening, and weekends as needed

Send resume and letter of interest; please include your prior work experience with training and/or programming to director@huroncolib.org

Position is open until filled. EOE

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