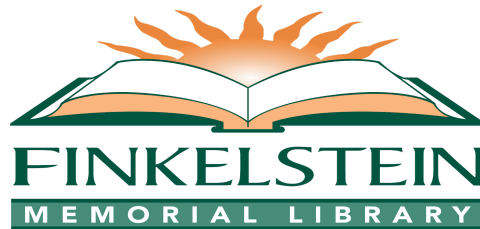


Youth Services Job Posting



Youth Services Clerk-Typist Substitute (Spanish- Speaking)

The Finkelstein Memorial Library in Spring Valley, NY seeks a part-time Clerk-Typist Substitute for the Youth Services Department. In this position you will be asked to translate flyers, emails, and other promotions, as well as make reminder phone calls in Spanish. May also be asked to attend outreach events with Librarians to translate. Otherwise, Youth Services Clerk-Typist Substitute assists with general office work, statistics and organization for the Department and help with other promotional and programming projects as needed, by the Youth Services Librarians (including but not limited to program setup/cleanup).

The successful candidate will be fluent in Spanish, comfortable translating verbally and in written form, as well as possess strong familiarity with computers, an attention to detail, and organizational skills. Familiarity with alphabetizing, Google Drive and Canva are a plus, but are not mandatory and will be taught on the job. This is a great position for a college student or graduate student.

Hours range from 13-15 hours/week; Pay rate is \$18/hour. See Rockland County civil service job description for [Clerk-Typist \(Spanish-speaking\)](#).

To apply please email your resume to Assistant Director Beth Zambito (bzambito@rcls.org) with the subject "Youth Services Clerk-Typist Substitute (Spanish- Speaking) application".