The Washington County Historical Society is seeking a qualified person to fill the position of part-time Librarian. The person should have a knowledge and interest in Washington County history and a desire to work with a non-profit organization.

The hours are from 9:00 am and 5:00 pm, on Wednesdays and Fridays, and the positions are located at the Society’s headquarters building, the Wing-Northup House, 167 Broadway, Fort Edward, New York.

Title: LIBRARIAN

Start date: January 2021

Hours: 9:00 am to 5:00 pm, on Wednesdays and Fridays, for a total of 16 hours per week.

Location: the Wing-Northup House.

Responsibilities:

Librarian will greet library patrons and provide them with materials, aid in photocopying, have both volunteers and visitors sign-in/out, aid in training volunteers, return used materials to the proper location; aid in inventory, cataloguing, receiving and evaluating new materials, etc.; and to perform other responsibilities and duties as assigned.

Qualifications:

The applicant must have research skills; must be willing to become familiar with the library collection; must have people skills; general management and computer skills and genealogical research skills. Must be flexible and have a knowledge of and an interest in Washington County history.

Interested persons should submit a resume and a cover letter to:

WASHINGTON COUNTY HISTORICAL SOCIETY
ATTN: PERSONNEL COMMITTEE
167 BROADWAY
FORT EDWARD, NEW YORK, 12828-0106