



JOB POSTING #11-22

Title: Library Associate, Full-time

Location: Cinnaminson Library

Salary: \$44,126

Open: 06/16/2022

DESCRIPTION

The Youth Services Department at the Cinnaminson Library seeks an enthusiastic, service-oriented and self-motivated individual to join its team. The ideal candidate will have a strong customer service ethos and solid technology skills. The individual must exhibit strong communication skills, a desire to do community outreach and provide services to children, teens, caregivers and educators. Other examples of duties:

- Provides outstanding customer service by being attentive, approachable, kind and helpful.
- Assists customers in locating materials, providing information on library services, and events.
- Assists Librarian with collection maintenance, children's and teen's event planning, and displays.
- Creates and implements events for tweens and teens.
- Coordinates teen volunteers at the branch by assigning tasks and recording participation.
- Attends school and community outreach events and works with local schools to promote library resources and events.
- Other duties as assigned.

REQUIREMENTS

- Knowledge of basic arithmetic using whole numbers. Ability to perform extensive alphabetizing beyond the first letter of a word. Ability to converse, speaking clearly, concisely and courteously. Ability to push, pull, lift and carry 40 lbs. or less on a sporadic basis with or without accommodation. Ability to stand for a minimum of 4 hours at a time with or without accommodation.
- Education: Graduation from an accredited college or university with a Bachelor's degree.

SCHEDULE

Full time, 37.5 hours; evenings and weekends. Flexibility a must for outreach events.

WE OFFER

Medical, dental, prescription coverage, eyeglass plan, retirement program, group life insurance, deferred compensation, credit union, paid sick, vacation, personal and holiday leave.

Submit a resume and cover letter including **Job #11-22 by June 30, 2022** to jobs@bcls.lib.nj.us

The mission of the Burlington County Library System is to enrich lives by providing opportunities for learning, growth, and personal development.