



JOB POSTING #22-22

Title: Library Assistant, Part-time

Location: Burlington County Library, Maple Shade

Salary: \$15.09 hourly

Open: 07/20/2022

DESCRIPTION

The Maple Shade branch of the Burlington County Library is looking for an enthusiastic, service-oriented and self-motivated individual to join their team. Some examples of duties include:

- Provides outstanding customer service by being attentive, approachable, kind and helpful.
- Assists customers in-person and on the phone, checks materials in/out, handles fines and fees and reconciles money.
- Registers new borrowers for library cards and provides information on library services, such as programming and events.
- Shelves materials, empties book drop, and performs opening/closing procedures.
- Participates in community outreach 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.

SCHEDULE

24 hours per week. Must be available on the following days and times:

- Monday during the day
- 2-3 evenings, including Thursday
- 3 Saturdays a month
- Four Sundays a year
- Flexibility a must

Submit a resume and cover letter including **Job #22-22 by August 15, 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.