



JOB POSTING #15a-22

Title: Library Assistant, Part-time

Location: Burlington County Library, Evesham

Salary: \$15.09 hourly

Open: 09/07/2022

DESCRIPTION

The Burlington County Library in Evesham is looking for an enthusiastic, service-oriented and self-motivated individual to join their team. The individual will provide exemplary customer service by being attentive, approachable, empathetic and helpful and work with people of all ages and backgrounds. Some examples of duties include:

- Provide outstanding customer service by being attentive, approachable, kind, and helpful.
- Assist customers in person, online and on the phone; check materials in/out; accept fines and fees and reconcile cash drawer.
- Register new borrowers for library membership and provide information on library services and events.
- Participate in community outreach events.
- Shelving of library materials.
- Follow and perform opening/closing procedures.
- 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 four hours at a time with or without accommodation.

SCHEDULE

24 hours per week. 2-3 evenings per week; 2 Saturdays a month; 4 Sundays a year. Flexibility a must.

Submit a resume and cover letter including **Job #15-22 by September 23, 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.