



JOB POSTING #01-23

Title: Part-time Library Assistant

Location: Burlington County Library System, Bordentown

Salary: \$15.09 per hour

Open: 01/06/2023

DESCRIPTION

The Bordentown Branch of the Burlington County Library System seeks an enthusiastic, service-oriented, and self-motivated individual to join its team. Some examples of duties:

- Provide outstanding customer service by being attentive, approachable, kind, and helpful.
- Assist customers in-person and over the phone, check materials in/out, handle fines and fees, and reconcile money.
- Register new borrowers for library cards and provide information on library services, such as programming and events.
- Shelf materials, empty book drop, and perform opening/closing procedures.
- Participate in community outreach events.
- Perform 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, speak 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. Must be available on the following days and times:

- Monday and Tuesday 1:00pm-5:00pm
- Wednesday and Thursday 4:00pm-8:30pm
- Every other Friday and Saturday, alternating weeks, 9:30am-5:00pm
- Four Sundays per year

Submit a resume and cover letter including **Job #01-23** by **01/27/22** 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.