



JOB POSTING #11-24

Title: Library Assistant, Part-time

Location: Pemberton Library

Salary: \$20.88 per hour

Open: 03/06/2024

ABOUT BCLS

The Burlington County Library System (BCLS) consists of 15 locations and both a Mobile Library and a Mobile Learning Lab that travel to dozens of community touchpoints throughout the largest county in the state. In addition, a Library by Mail service expands our reach in new and unique ways. We are an organization committed to staff growth and continuing education to help our team keep up with the ever-changing library field. Our Inclusion, Diversity, Equity and Accessibility (IDEA) committee works continually toward inclusion goals and new and evolving work group projects ensure there are system-wide opportunities for employees to tackle large initiatives. Other highlights include a StoryWalk® on our adjacent County Parks grounds, a 250-seat auditorium hosting concerts, performers and events for all ages and an annual Book Festival celebrating all things reading! Flip through our [2022 Annual Report](#) for more about our recent initiatives!

DESCRIPTION

The Pemberton branch of the Burlington County Library System (BCLS) is looking for an enthusiastic, service-oriented, and self-motivated Library Assistant. Join a team who works closely with the community and supports the BCLS mission to enrich lives by providing opportunities for learning, growth, and personal development. Examples of duties:

- Provide outstanding customer service by being attentive, approachable, kind, and helpful.
- Assist customers in-person and over the phone, answer general reference questions, check materials in/out, and reconcile monetary transactions.
- Register new customers for library cards and provide information on library services, programming, and events.
- Shelve materials, empty book drops, and perform opening/closing procedures.
- Assist with children and adult programming, as well as participate 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 clearly, concisely, and courteously.
- Ability to push, pull, lift, and carry 40lbs 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. Variable weekly schedule with shifts being 5 or 7 hours. Minimum of three evenings per week, two Saturdays per month, and four Sundays per year. Flexibility a must.

Submit a cover letter and resume to jobs@bcls.lib.nj.us with **Job #11-24** in the subject line.