



JOB POSTING #14-24

Title: Library Assistant, Part-time

Location: Burlington County Library, Westampton

Salary: \$20.88 hourly

Open: 03/20/2024

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

- Assist customers in-person, online, and over the phone; provide general information about library services and events.
- Register new borrowers for membership; check library materials in/out; handle cash transactions and reconcile cash drawer; follow opening/closing procedures.
- Shelve library materials and assist with event set up/break down as needed.
- Participate in community outreach events.
- Other duties as assigned.

REQUIREMENTS

High school diploma. Other preferred 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 up to 40lbs on a sporadic basis, with or without accommodation; ability to stand for a minimum of four hours at a time 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, to include 2-3 evenings, every other Saturday, and four Sundays per year Schedule is subject to change and flexibility is a must.

Submit a cover letter and resume to jobs@bcls.lib.nj.us with **Job #14-24** in the subject line.

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