bcls

JOB POSTING #06-20

Title: Library Associate, Full-time   **Salary:** $42,033
Location: Pemberton Library   **Open:** March 5, 2020

DESCRIPTION

The Pemberton Branch of the Burlington County Library System seeks an enthusiastic, energetic, service-oriented and self-motivated candidate to join its team. The ideal person will have excellent customer service and communication skills and the ability to work effectively with the public. The individual should demonstrate solid technology skills and the ability to teach those skills to a diverse group of library customers.

The candidate will:

- Assist customers with questions about services and resources the library offers.
- Be responsive to one-on one individualized assistance.
- Develop and conduct classes in our newly redesigned collaborative workspace offering a mix of beginner, intermediate and advanced technology classes.
- Lead customers and staff in using current technology and tools such as a Cricut machine, video editing software, 3D printing, etc.
- Provide services to customers with special focus on individuals seeking college and career pathways, as well as those seeking to improve their career and life skills.
- Participate in community outreach events that promote library services and offerings.
- Perform other duties as assigned

REQUIREMENTS

Education: Graduation from an accredited college or university with a Bachelor's degree. Students in a library studies program are encouraged to apply and will be considered for a Librarian 1 position upon completion of their degree.

Residency: Burlington County residents will be given preference.

Schedule: Full time, 40 hours; 1 evening/week, 1 Saturday/month and 4 Sundays/year.

WE OFFER

Medical, dental, prescription coverage, eye care plan, retirement program, group life insurance, deferred compensation, credit union, paid sick, vacation, personal and holiday leave.

Submit a resume and cover letter including job **#06-20** to jobs@bcls.lib.nj.us by March 20, 2020.

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