



JOB POSTING

10-21

Title: Library Assistant, Part-time

Location: Evesham Library

Salary: \$14.80

Open: April 21, 2021

DESCRIPTION

- Provides outstanding customer service by being attentive, approachable, kind, and helpful.
- Assists customers in person and on the phone, checks materials in/out, handles fines and fees and reconciles money.
- Registers new borrowers for library cards and provides information on library services, and events.
- Shelves materials performs opening/closing procedures.
- Participates 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, 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 4 hours at a time with or without accommodation.
- **Must be a Burlington County resident.**

SCHEDULE

- 24 hours per week.
- 3 Saturdays per month
- 1 evening per week

Submit a resume including **job #10-21** by via e-mail: jobs@bcls.lib.nj.us, closing date **5/5/2021**