



JOB POSTING #18-24

Title: Library Assistant, Part-time
Location: Maple Shade Branch

Salary: \$20.05 hourly
Open: 07/09/2024

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 Maple Shade branch of the Burlington County Library is looking for an enthusiastic, service-oriented, and self-motivated individual to join its 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 include:

- Assist customers in-person, online, and over the phone; check in/out materials; accept fines/fees and reconcile cash drawer; register new borrowers for library membership and provide information on library services and events.
- Follow and perform opening/closing procedures as well as shelve library materials.
- Participate in community outreach; work with library event staff to develop and present offerings to the community.
- Assist with ongoing collection management projects, under the direction of the Circulation Supervisor.
- Participate in BCLS committees as well as continuing education opportunities.
- 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 by 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 four hours at a time with or without accommodation.
- Ability to work independently and as part of a collaborative team.

SCHEDULE

24 hours per week. Two or three evenings per week; two Saturdays per month; four Sundays per year. Flexibility a must.

Send cover letter and resume as PDF attachments to jobs@bcls.lib.nj.us with **Job #18-24** 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.