



JOB POSTING #02-25

Title: Library Assistant, Part-time

Location: Riverton Library

Salary: \$21.40 hourly

Open: 11/10/24

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 Riverton branch of the Burlington County Library System is looking for an enthusiastic, service-oriented, and self-motivated Library Assistant 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 background. Examples of duties:

- Assist customers in-person, online, and over the phone, by providing information about library services and programs and answering basic computer questions.
- Assist with Children's Department offerings, such as story time, crafts, and creative programming.
- Coordinate the Teen Volunteer Program and attend Teen Services meetings.
- Work on projects independently and as part of a collaborative team; take part in outreach events.
- Help maintain the library's collection and become familiar with library materials.
- Other duties as assigned.

REQUIREMENTS

- Knowledge of basic arithmetic using whole numbers and the ability to perform extensive alphabetizing beyond the first letter of a word.
- Ability to converse clearly, concisely, and courteously; comfortable speaking and sharing library information at community outreach events.
- Ability to take on new tasks and opportunities for learning, including continuing education training.
- 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.

SCHEDULE

24 hours per week. Monday 9:30-1:30pm, Tuesday and Wednesday 1:30-8:30pm, Thursday 9:30-5pm. Four Sundays per year.

Submit cover letter and resume as PDF attachments to jobs@bcls.lib.nj.us by **12/01/24**. Include **Job #02-25** in the subject line.