



JOB POSTING #24-25

Title: Library Assistant, Part-time (2 open positions)
Location: Riverton Library or Maple Shade Library

Salary: \$21.40 hourly
Open: 10/15/2025

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 [2024 Annual Report](#) for more about our recent initiatives!

DESCRIPTION

The Burlington County Library System is looking for enthusiastic, service-oriented, and self-motivated individuals to join the team. Library Assistants 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 drawers; 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.
- Assist with story time and children's events. (Riverton)
- Assist with and organize one or more adult programs. (Maple Shade)
- Participate in community outreach and work with BCLS events department to develop and present offerings to the community.
- Participate in BCLS committees and 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

28 hours weekly includes two/three evenings, two/three Saturdays per month, and four Sundays per year.

Send cover letter and resume as PDF attachments to jobs@bcls.lib.nj.us by **10/31/2025**. Include **Job #24-25** and branch preference (**MAP** or **RIV**) in the subject line.