



JOB POSTING #05-26

Title: Library Assistant, Full-time
Location: Maple Shade Library

Salary: \$39,926
Open: 03/20/2026

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](#) or more about our recent initiatives!

DESCRIPTION

The Maple Shade 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 drawers; register new borrowers for library memberships and provide information on library services and events.
- Follow and perform opening/closing procedures as well as shelve library materials.
- Under the direction of the branch manager, work on ongoing collection management projects.
- Create up to two adult programs per month and/or assist with adult programs.
- Participate in community outreach events.
- Participate in BCLS committees; engage in library-related continuing education opportunities.
- Perform other duties as assigned.

REQUIREMENTS

- Ability to work independently on projects and be part of a collaborative team.
- 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.

SCHEDULE

Full-time, 35 hours per week. One or two evenings per week, one Saturday per month, and four Sundays per year are required. Flexibility is a must for outreach events.

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BENEFITS

Medical, dental, vision, prescription, retirement program, deferred compensation, paid time off, and more are available to all full-time employees.

HOW TO APPLY

Send cover letter and resume as PDF attachments to jobs@bcls.lib.nj.us by **04/10/2026**. Include **Job #05-26** in the subject line.