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# LIBRARY ASSISTANT, SEASONAL (CHILDREN'S DEPARTMENT)

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The Cape May County Library is looking for an enthusiastic, friendly, and proactive candidate to join the library team this summer. This position will primarily help the Children's Librarian manage the busy Children's Room at the Sea Isle City branch, including helping with programs, prepping materials, and answering patron questions.

This position works 28 hours per week. The schedule includes every Saturday and one night a week. Part of the week will be spent helping at the circulation desk at the Sea Isle City branch.

## Duties and Responsibilities

- Assist the Children's Librarian in preparing and organizing materials in the Children's Room for programs and general patron use
- Assist the Children's Librarian with storytimes and programs
- Manage the Children's Room when the Librarian is not available
- Answer patron questions about the library, including materials, services, and events
- Help patrons search our collections, manage their accounts, and register for events
- Register new library cards and review records for completeness and accuracy
- Put holds on materials for patrons or help them place holds
- Keep shelves tidy and in order
- Promote the library both internally and externally

## Knowledge, Skills, and Abilities

- Strong commitment to excellent customer service
- Ability to work harmoniously with patrons and coworkers
- Excellent communication skills both with supervisors and patrons
- Ability to work with a computer
- Ability to multi-task effectively and perform detailed and wide-ranging tasks
- Ability to work independently, and demonstrate initiative in finding tasks to do in the absence of a Children's Librarian
- Knowledge of basic library skills, such as shelving, or the ability to pick these skills up quickly
- Ability to complete tasks in a timely manner
- Demonstrate the ability to follow written and verbal instructions
- Demonstrate critical thinking and problem-solving skills
- Remain impartial and non-judgmental in handling users' queries
- Current driver's license clear of violations



- Ability to handle physical tasks, including lifting or pushing up to 50 lbs, standing for long periods of time, and reaching both high and low shelving

### Education/ Qualifications

- Cape May County resident
- Experience working with children preferred

**Salary & Benefits:** \$14/hr

### To Apply

Complete the Cape May County Library job application on the Library's Employment page (<https://cmclibrary.org/help/employment>). Candidates will be contacted on a rolling basis for interviews until the position is filled.