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# LIBRARY ASSISTANT (TEEN DEPARTMENT)

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The Cape May County Library is looking for an enthusiastic, team-oriented Library Assistant with a strong commitment to public service to join our Teen Department. This position will assist the Teen Services Librarians with daily operations, programming, and outreach initiatives for the department.

This position will work 35 hours per week for up to six months with the possibility of permanent part-time employment (28 hours per week). The schedule is varied including at least one night per week and one weekend per month. The position is based in the Court House branch with occasional travel to other branches and community organizations.

## Duties and Responsibilities

- Assist Teen Librarians in supervising the Court House Teen Space, including assisting patrons, reader's advisory in absence of the librarians, and ensuring the Teen Space is accessible and welcoming to all patrons.
- Travels to branches and other county locations to assist Librarians with programming and outreach.
- Assist in the development and implementation of teen and tween programming, including the annual summer reading program and creation & facilitation of one weekly program of their own.
- Assists with the creation of teen-related content for library social media accounts.
- Performs outreach for special events with the outreach librarian (National Night Out, etc.).
- Maintains the department's Diversity Database, including entering new data provided by librarians.
- Maintains shelving in the collection in absence of volunteers which may include: pulling holds, reshelving books, and shelf-reading.
- Assists patrons over the phone or transfers callers to the correct department.
- Checks Teen Department email account and responds accordingly if librarian is not present.
- Assists in virtual program development as needed, including Take-n-Make Kit creation.
- Performs special projects and other job-related tasks that may be assigned by the Library Director, Assistant Director, and Teen Librarians.

## Knowledge/ Skills

- Cultural competence skills
- Excellent customer service skills
- Ability to work harmoniously with patrons and coworkers
- Excellent verbal and written communication skills with supervisors and patrons, including through e-mail

- Strong organizational skills
- Ability to relate to teens and tweens
- Ability to become familiar with needs and interests of teens and tweens
- Knowledge of computers and programs to be used in libraries, including internet searches, databases, and Microsoft Office.
- Display professional conduct and appearance at all times while performing duties

### Abilities

- Driver's license/ ability to drive
- Lift and carry bags or boxes weighing up to 40 pounds.
- Ability to speak in front of and maintain control over large numbers of people

### Education/ Qualifications

- Cape May County resident
- Experience working for and with young adults (ages 11-18) preferred.

Salary: \$17.31/ hour

### 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.