
SEASONAL LIBRARY ASSISTANT, CHILDREN'S

The Children's Library Assistant summer seasonal assists the Children's Librarians in preparing and implementing the Summer Reading Challenge, as assisting with additional Children's programs, and shelving and tidying the Court House Library Children's Room.

This position will work at least one night per week and at least one weekend per month.

The position works 35 hours a week, and is based in the Cape May Court House Library, but will be traveling to other locations to assist with Children's programs.

Duties & Responsibilities

- Greets patrons and provides directional assistance
- Assist the Head Children's Librarian in preparing for the Summer Reading Challenge by folding trifold brochures, preparing crafts, and organizing prizes, among other preparations
- Organizes the Summer Reading Challenge materials, so they are prepared to be taken to the programs, and loads the van on program days
- Informs the Head Children's Librarian of any shortages of Summer Reading Challenge materials
- Attends assigned Summer Reading Challenge programs and helps set up, clean up, and uses the Summer Reading Challenge software to register children and log their books
- Assists the Children's Librarians with storytimes and other programs not related to the Summer Reading Challenge
- Assists the Outreach Librarians with the Summer Meal Program at the Lower Cape branch
- Helps keep the Children's Room tidy by shelving, shelf-reading, pushing in chairs, cleaning tables, and wiping keyboards and computers, among other responsibilities
- Seeks assistance from the Children's Department members to fulfill reader's advisory requests, answer program inquiries, and provide general library information for patrons
- Follows the Cape May County Library Work Rules

Knowledge/ Skills

- Cultural competence skills
- Excellent customer service skills
- Ability to use the computer and learn the Polaris Integrated Library System (ILS) to accomplish the essential functions of the job
- Able to work harmoniously with patrons and coworkers

- Demonstrates the ability to follow written and verbal instructions
- Ability to complete tasks in a timely manner
- Ability to work independently, and demonstrates initiative in finding tasks to do in the absence of a Children's Librarian

Abilities

- Current driver's license clear of violations
- Knowledge of basic arithmetic using whole numbers
- Handle physical tasks, such as: lift or push up to 20 pounds; stand for long periods of time; reach both high and low shelving
- Read, speak, write, understand, and communicate in English sufficiently to perform the duties of this position
- Ability to perform alphabetizing and numerical filing

Education/ Qualifications

- Cape May County resident

Salary: \$17.31 per hour

To Apply

Complete the Cape May County Library job application on the Library's Employment page (<https://cmclibrary.org/help/employment>) by April 5, 2024.