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## SEASONAL LIBRARY ASSISTANT, OUTREACH

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The Cape May County Library is hiring a Seasonal Library Assistant to work in the Outreach Department. This position involves working with the Outreach Librarian to bring information, materials, and knowledge about the library system and its services to the community. The Outreach Assistant will attend events, coordinate with community groups, attend meetings, and perform general outreach tasks, under the supervision of the Outreach Librarian. This position represents the library in a positive manner to all facets of the community.

This position will be 28 hours per week. The schedule is highly variable with the possibility of working nights and weekends to cover community events. During peak times, this position may work several nights and weekends in a month. This position will be based at the Court House location, and may include working on a night or weekend crew in Circulation, if needed.

### Duties and Responsibilities

- Represent the Cape May County Library System by going to community events, alone or with another staff member
- Assist with Summer Meals Program
- Assist with creating handouts about the library and programs
- Stay acquainted with programs including, but not limited to, adult, children's, teen, and TLC
- Maintain familiarity with the library's services and resources
- Actively engage and network with community members including, but not limited to the business community, social service organizations, schools, religious organizations.
- Keep up-to-date with Cape May County events.
- Drive and maintain the Bookmobile (training provided)
- Work with all library departments and branches
- Attend library departmental and community group meetings
- Aggregate and maintain data for the Community Resources Database
- Complete general circulation tasks – make library cards, check out books
- Other duties as assigned

### Knowledge, Skills, and Abilities

- Excellent customer service skills
- Cultural competence skills
- Ability to drive the Bookmobile; or willingness to learn how to drive the Bookmobile

- Ability to use the computer and learn the Polaris Integrated Library System (ILS) to accomplish essential functions of the job
- Ability to work harmoniously with patrons and coworkers
- Graphic design experience is a plus, but not necessary
- Enthusiastic about the library
- Comfortable in interacting with people of all ages and backgrounds, and speaking to large and small audiences
- Extremely flexible with scheduling, including multiple nights a week and multiple weekends in a row during peak times
- Comfortable communicating via telephone
- Excellent organizational skills
- Able to accommodate wearing appropriate attire for the setting: library t-shirts (summer reading or library logo), business professional, business casual, or other depending on the event
- Ability to work independently, and demonstrates initiative in finding tasks to do in the absence of the Outreach Librarian
- Listen to community feedback and relay information to the supervisor

### Abilities

- Current driver's license clear of violations
- Handle physical tasks, such as lift or push up to 20 lbs, stand for long periods of time
- Knowledge of basic arithmetic using whole numbers
- 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.