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# LIBRARY ASSISTANT (SEASONAL)

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The Cape May County Library is looking for enthusiastic and friendly seasonal employees to join our team. Successful candidates will support the library's mission in providing educational and recreational materials and services to enrich our communities. The Circulation Library Assistant is often the first person that a patron sees and speaks to in the library. We are looking for a candidate that can be proactive and confident in welcoming and guiding patrons to find what they need from the variety of materials, services, and programs that the library offers.

This position will work 35 hours per week, including nights and weekends, for approximately six months from the start date. Seasonal positions work at one of our eight locations.

## Duties and Responsibilities

- 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
- Check materials in and out to patrons
- Call patrons when their materials arrive for pick up
- Collect fees and make change
- Put holds on materials for patrons or help them place holds
- Print and sort overdue notices to send to patrons
- File and shelve materials using the Dewey Decimal System and alphabetical filing systems
- Keep shelves tidy and in order
- Run reports and search for materials

## 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 with patrons
- Ability to work with computers
- Ability to multi-task effectively and perform detailed and wide-ranging tasks
- 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
- Residence in Cape May County

**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 positions are filled.