

Job Title: Library Circulation Assistant, Part-Time
Salary: \$8.50/hr
Schedule: Ability to work regularly on weekends and evenings; schedule subject to change. 5-10 hours per week.

Application Deadline:

Primary duties include a variety of public service tasks, including but not limited to:

- Opening and closing the library;
- Handling check outs and returns of library books, DVDs, CDs, and other material;
- Computing and collecting fees;
- Helping people register for library cards;
- Processing reserves that library members place on books and other materials;
- Answering general questions from the public, both by phone and in-person, and referring queries to appropriate library staff;
- Helping people find materials in the library;
- Shelving materials and keeping shelves in order;
- Checking in items that have been returned in the book drop;
- Other related duties as required.

Requirements:

- High school diploma or equivalent and some experience using libraries;
- Scheduling flexibility;
- Ability to converse courteously in person and provide superb customer service;
- Cashiering experience;
- Some skill in typing and data entry using a computer;
- Ability to perform extensive alphabetizing beyond the first letter of a word;
- Aptitude for establishing and maintaining effective working relationships with supervisors, colleagues, and the general public;
- Ability to comprehend and follow written and oral multi-step instructions;
- Ability to pay attention to detail;
- Knowledge of basic arithmetic using whole numbers;
- Physical ability to stand for 4-5 hours, bend over to reach low materials, and lift more than 20 pounds;
- Coursework in Library Science and/or library work experience is a plus.

Resumes and cover letters will be accepted until January 17, 2018 at 5:00 p.m. They may be turned in at the library or sent via email to:

Carissa Schanely
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(856) 858-0649