

Job Title: Library Circulation Assistant, Part-Time
Schedule: Ability to work regularly on weekends and evenings; schedule subject to change. Eight to twelve hours per week.
Application Deadline: April 18, 2021

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:

- Due to the ongoing COVID-19 pandemic, all employees are required to wear a mask that completely covers their mouth and nose and are required to follow all CDC guidelines;
- High school diploma or equivalent and some experience using libraries;
- Scheduling flexibility;
- Ability to converse courteously in person and provide superb customer service;
- Ability to perform extensive alphabetizing beyond the first letter of a word and organization of long decimal codes;
- Aptitude for mental arithmetic involving multiple figures;
- Excellent in typing and data entry using a computer;
- 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;
- Attentiveness to detail;
- Physical ability to stand for 7 hours, bend over to reach low materials, and lift more than 20 pounds;
- Retail, education, and/or library work experience is a plus.

Resumes and cover letters will be accepted through April 18, 2021. They may be turned in at the library or sent via email to:

Carissa Schanely, Director

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