



Title: Library Assistant/Program Coordinator, Part-time

Salary: \$16.00/hr.

Location: Waterford Township Public Library, 386 White Horse Pike, Atco, NJ 08004

The Waterford Township Public Library is looking for a self-motivated, courteous, candidate who is also friendly and enthusiastic to join our team.

Duties:

- Welcoming patrons entering the library and ensuring all are treated equally and with respect
- Performing all circulation duties, for example, check outs, returns, registering new library customers, renewing current customers, collecting fees and fines, placing customer requests, etc.
- Reconciling the cash drawer for deposit
- Answering and routing telephone calls
- Providing customers with directional assistance when needed
- Providing customers with assistance at public computers, printers and copiers including troubleshooting problems when needed
- Oversees the Museum Pass program
- Works with the Director in scheduling adult programs
- Manages all internal communications necessary for execution of events
- Researches, makes contact and negotiates with potential program presenters and performers
- Handles special programs, displays and exhibits held at WTPL
- Updates website when necessary
- Promotes programs through eNewsletter, social media accounts, etc.
- Keeps statistical information for all programs held at WTPL or provided by WTPL
- Assists in outreach events
- Additional duties as assigned

Schedule

20-25 hours a week, including evenings and two (2) Saturdays a month

Submit cover letter, resume and three references to dnicklas@njlibraries.org