



**Cape May County  
Library System**

# **Children's Room Library Assistant (Seasonal)**

## **Children's Department**

*The Cape May County Library is looking for an enthusiastic, friendly, and proactive candidate to join the library team this summer. This position will work under the supervision of the Sea Isle City Library Branch Manager, and primarily help the Children's Librarian supervise the use of the busy Children's Room at the Sea Isle City branch, including helping with programs, prepping materials, and answering patron questions. This position will also work at the Circulation Desk for assigned shifts.*

*This position is 28 hours per week. The schedule includes working every Saturday and one night a week.*

## **Duties and Responsibilities**

- Assist the Children's Librarian in preparing and organizing materials in the Children's Room for programs and general patron use
- Assist the Children's Librarian with events for children
- Supervise the Children's Room when the Children's Librarian is not available
- Work assigned shifts at the Circulation Desk
- Answer patron questions about the library's services, materials, and events
- Help patrons search the collections, manage their accounts, and register for events
- Register new library cards and review records for completeness and accuracy
- Keep the library and its shelves tidy and in order

## **Knowledge/ Skills**

- Strong commitment to excellent customer service
- Excellent communication skills with both supervisors and patrons
- Demonstrate ability to follow oral and written instructions
- Comfortable working with young children and their caregivers
- Proficiency working with computers

- Ability to work independently, and demonstrate initiative in finding tasks to do in the absence of a Children's Librarian
- Ability to multi-task and perform detailed and wide-ranging tasks

## Abilities

- Lift and carry bags or boxes weighing up to 40 pounds
- Handle physical activity such as standing for long periods of time and reaching high and low shelving

## Education/ Qualifications

- Cape May County resident

## Salary

- \$17.31 / hour

## To Apply

Complete the Cape May County Library job application on the Library's Employment page (<https://cmcl.org/employment>). Candidates will be contacted on a rolling basis for interviews until the position is filled.