



**Cape May County
Library System**

Library Assistant (Seasonal)

Adult Events Department

The Cape May County Library's Adult Events Department is looking for an enthusiastic and friendly staff member to join their team. The Adult Events Department is based in the Cape May Court House Branch of the Cape May County Library system, and provides a variety of events and programs for adult patrons. This position requires a strong commitment to excellent customer service, and the ability to work cooperatively and respectfully with other staff members. The Adult Events Department staff work a varying schedule, working nights and weekends on a changing basis, so being able to work a flexible schedule is essential.

This position is a seasonal full-time position at 35 hours per week. The library assistant's schedule may include one night and/or weekend in Circulation as needed, as well as additional nights and weekends to cover library events.

Duties and Responsibilities

- Attend library events, including: transporting equipment and supplies, recording patron attendance, assisting with event preparation, cleaning up after events, assisting the presenters and responding to their needs, understanding how to use the Library's A/V equipment and troubleshooting A/V issues with help from the IT Department
- Create visually interesting print and online publicity materials for library events
- Communicate event information to all Library branches, including sending posters, calendars, and flyers
- Use library software to register patrons for programs and post event updates
- Performs Circulation duties when assigned to the Circulation Desk

Knowledge/ Skills

- Excellent customer service skills
- Excellent oral and written communication skills both with coworkers and with patrons
- Ability to work efficiently, respectfully, and cooperatively with team members
- Ability to easily learn new software programs used to publicize Library events
- Ability to work independently to complete tasks

- Excellent time management skills
- Excellent organizational and filing skills
- Strong proofreading and editing skills

Abilities

- Lift and carry bags or boxes weighing up to 40 pounds.
- Drive a car and hold a valid New Jersey driver's license.
- Cape May County resident

Education/ Qualifications

- Cape May County resident

Salary & Benefits

- 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.