



**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 primarily help the Children's Librarian manage the busy Children's Room at the Wildwood Crest branch, including helping with programs, prepping materials, and answering patron questions.

This position is 28 hours per week. The schedule includes working every Saturday and one night a week. The position may be asked to help at the Circulation Desk on occasion.

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 storytimes and other events for children
- Manage the Children's Room when the Children's Librarian is not available
- 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 Children's Room 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.