Part-Time Library Assistant (2 Openings)

Pequannock Township Public Library
Children's Department

A Children's Library Assistant supports the Children's Librarian by shelving and organizing materials, assisting patrons with locating resources, and maintaining the children's area. Key duties also include assisting with or leading children's programs like story times, creating book displays, and performing basic clerical tasks, all under the direction of the Children's Librarian.

General Responsibilities
Works to provide appropriate resources for education, enrichment, enlightenment and enjoyment.

- Provides exceptional patron services
- Assists children and caregivers with finding materials and using library resources
- Answer simple reference questions and provide basic reader's advisory.
- May perform basic circulation tasks using KOHA - check in and check out materials
- Assists children and patrons in the use of library equipment

Collection Maintenance

- Shelve books and other library materials correctly.
- Maintain a neat and orderly children's area, including furniture and toys.
- Create and maintain appealing book displays

Programming and Activities:

- Assists in planning and coordinating children's programs and events.
- Assist in preparing crafts or other children's activities.
- Support activities such as Summer Reading Programs.
- Assists with providing for children (infant through middle school) programming.

Skills and Qualifications

- A high school diploma or equivalent is typically required for an assistant role.
- Knowledge of children's literature.
- Familiarity with the Dewey Decimal System is beneficial.
- Good customer service and communication skills, especially when interacting with children and families.
- Organizational skills and attention to detail.

Schedule There are two positions available, each up to 10 hours per week. Hours first position Tuesday & Thursdays 4p.m. - 9p.m. with a Saturday rotation. Hours second position Tuesday & Wednesday 9a.m.-3p.m. with a Saturday rotation. Both positions start at $16.39.

To apply: Email a cover letter, resume and 3 references to Jean Moroz, Library Director, at jean.moroz@pequannocklibrary.org Please no phone calls.