

POSITION OPEN

LIBRARY ASSISTANT, PART-TIME

(Youth Services Department)

25 HOURS PER WEEK (Evening and weekend hours)

The Hoboken Public Library seeks a part-time Library Assistant to work in the Youth Services Department.

Duties include, but are not limited to: assisting with conducting story hours and other children's programs; assisting in children's collection building and maintenance; assisting the Head of the Youth Services Department, Youth Librarian, and other Youth Services Department employees in lending library materials, registering patrons, and receiving and processing reserves and hold requests.

The successful candidate should possess excellent customer service, verbal and written communication skills, strong computer skills, be comfortable working with children and their parents/caregivers, be organized and detail oriented, and be a cooperative and adaptable team player with fellow staff and patrons. Also should be able to work remotely, when necessary.

Work schedule includes evening and weekend hours.

Must be a High School graduate. Library experience preferred.

Pay Rate is \$15.82 per hour.

New Jersey residency required, with preference given to Hoboken residents.

Apply by: 5pm, Saturday, October 3, 2020

Please email your resume and names of three professional references to: ashley.hoffman@hoboken.bccls.org, or mail to

Ashley Hoffman

Head of Youth Services Department

Hoboken Public Library

500 Park Avenue

Hoboken, NJ, 07030

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