

The South Plainfield Public Library is looking for a friendly and enthusiastic individual to assist in the children's department of a newly renovated, busy public library. This is a part time position with set, regular hours.

Responsibilities will include but are not limited to:

Using the computer system to help patrons locate, borrow, and return library materials as well as creating and updating library cards.

Handling simple questions and providing assistance with internet access, library databases and the online catalog

Assisting staff with children's programming (this may include preparing craft projects, presenting programs, setting up/cleaning up the room etc)

Shelving materials in the Children's Room and keeping the stacks organized, neat, and tidy.

Qualifications:

Ability to perform extensive alphabetizing beyond the first letter of a word

Ability to perform numerical filing beyond the initial digit of a sequence of figures

Excellent interpersonal skills

Proficiency and interest in learning new skills

Computer proficiency

Ability to stand, lift books, and shelve materials on low and high shelves

Library experience preferred, but not required

This is a Civil Service position, NJ residency is required.

Hours: (13.5/week – **must be able to work all of the times listed**)

Mondays 6:00 PM – 9:00 PM

Wednesdays: 6:00 PM – 9:00 PM

Thursdays: 6:00 PM – 9:00 PM

Sundays: 1:30 PM – 5:00 PM (September – June only)

Salary: \$15.21/hour

To apply for this job please send a cover letter, resume and three references to:

Linda Hansen, Library Director
South Plainfield Public Library
2484 Plainfield Ave
South Plainfield, NJ 07080
Or email:
lhansen@southplainfield.lib.nj.us