



Part-Time Library Assistant

About us: The Long Hill Township Library invites you to open a book, make a friend, and learn something new. Does this sound like a place for you? We hope so!

The position: Long Hill Township Library is seeking a friendly, hardworking and reliable individual to join our team. The ideal candidate must be able to provide excellent customer service to all, interacting with kindness and tact, but also going the extra mile to solve the problem, find the book, and/or answer the question.

Duties primarily include helping library users find what they are looking for and checking library items in and out with our software system. Library assistants help open and close the building, welcoming all to our lovely space. Library assistants will direct folks to our many classes and storytimes, answer the phone, assist people with printing and computer use and shelve returned items, among other administrative tasks.

Library assistants will be assigned to the children's department or the adult department and will help these departments with displays, programs and marketing. The library assistant will be supervised by the Head of Patron Services.

Customer service experience and basic computer skills are required. Pay is \$17.97 per hour. Employment is contingent upon a successful background and reference check.

Morning and evening hours and rotating weekends (4-10 hours per week). Tuesday evening availability needed. Positions open until filled. Email resume/application to: Marie Salthouse, Head of Patron Services, circ-lht@mainlib.org

