

## **PT Library Assistant – 12-14 hours week**

The Marie Fleche Memorial Library has a position available for a part-time library assistant in our Circulation Department.

### **HOURS:**

- Tuesday, Wednesday, Thursday 4 PM – 8PM
- 1 Saturday per month, 10:30 AM – 2 PM

### **Position Description:**

- Welcome patrons entering the library
- Fill-in or assist at the circulation desk
- Assist patron with technology requests
- Answer phone calls, help with information requests and with finding materials
- Prepare sign-up sheets, flyers and publicity for programs and general library communications
- Responsible for shelving and/or straightening library materials
- Perform other duties as needed

### **Requirements:**

- High School Diploma
- Excellent customer service and teamwork skills
- Professional and friendly manner
- Ability to multi-task
- Proficiency with computers, mobile devices and the Internet
- Flexibility in activities and schedule essential
- Ability to think creatively and innovatively
- Library experience preferred, but not required

**Salary:** \$17.00/hour

### **To Apply:**

Interested applicants should send a resume with cover letter to [mfmltrustees@gmail.com](mailto:mfmltrustees@gmail.com) by December 19, 2025.

The Marie Fleche Memorial Library is located in Berlin Borough in Camden County, NJ.