Programming Library Assistant (part-time 12-18 hours per week)

The Bernardsville Public Library is seeking an enthusiastic Programming Library Assistant to work part-time. The ideal candidate will be able to create and sustain fun and interesting experiences for informational, educational, and recreational programs. The salary minimum for a Library Assistant is $19.73-$22.99 per hour, depending on experience and credentials. This position requires regular weeknight and alternating weekend shifts. Participation in the appropriate New Jersey retirement system is mandatory.

KNOWLEDGE, SKILLS AND ABILITIES
Knowledge relating to literacy and learning
Ability to cooperate and collaborate with library staff and community members
Creativity and interest in developing, documenting, anticipating purchasing needs, and completing library programs on a weekly basis
Ability to provide excellent customer service
Ability to use an online calendar
Ability to select, use, and share library and community resources, services, and programs

QUALIFICATIONS
Successfully planned and executed programs in a library, school, or recreation setting

OPTIONAL SKILLS AND EXPERIENCE
Familiarity with office tools such as Google Drive, Word, and Canva
Enrollment in an ALA-accredited program for a MLIS
Familiarity with the MAIN Library Alliance resources and / or public libraries
Fluency in Spanish
Volunteer management

The Bernardsville Public Library is an Equal Opportunity Employer. Our hiring process includes a background check. Please submit your resume and letter of interest to Ms. Mary Fran Daley, Executive Director, at MFDaley@BernardsvilleLibrary.org. Applicants must comply with the "New Jersey First Act." This job will be posted soon on our library website at www.BernardsvilleLibrary.org, and it will remain posted until the position is filled.