

The Margaret E. Heggan Free Public Library of Washington Township in Sewell, NJ seeks candidates who love working with children and their caregivers to apply for the position of Part-Time Children's Library Assistant as we continue our sixty-year tradition of providing excellent library services to youth. This position reports to the Youth Services Supervisor. The range of hours per week is 10-18. All part-time library staff are eligible for accrued sick time based on the requirements of the New Jersey Paid Sick Leave Law. The library pays for all staff to be members of the NJ Library Association. The selected candidate must enroll in the DCRP pension system, which is a mandatory payroll deduction of 5.5% of base salary. Pay is \$17.58 per hour.

Responsibilities:

- Greet and assist patrons who visit the children's library and assist with readers' advisory
- Answer questions related to appropriate reading levels
- Become familiar with and read some new children's books
- Assist with organizing supplies for the summer reading program
- Prepare thematic and seasonal displays of books and other library materials
- Assist with preparing programming materials for supervisor
- Help children and caregivers with technology and issue computer passes
- Perform duties related to the circulation of the American Girl dolls
- Clean toys and maintain and clean doll clothes that circulate
- Assist with the certified pet literacy programs by registering patrons, selecting books, communicating with attendees and handlers, and performing clean-up duties afterwards
- Search for and process hold requests and pull holds as requested by patrons
- Answer telephone and assist and redirect callers
- Help patrons with directional questions, material location, and title requests
- Register patrons for library programs using software
- Shelve and shelf read library materials using alphabetical filing and the Dewey Decimal Classification system and ensure all materials are in the proper location
- Maintain collection including shifting and straightening materials
- Search for lost or missing items and retrieve library materials for discarding
- Tidy tables and seating areas and report any condition or cleanliness issues
- Make copies of required paperwork, brochures, and forms as needed
- Attend department staff meetings quarterly or more often as required
- Understand and uphold library policies and procedures
- Perform all other duties as assigned

This position requires a high school diploma. The selected candidate must be competent at alphabetical filing and using the Dewey Decimal System Classification system of filing. Excellent computer skills with the ability to learn new software quickly are needed. At least one year working in a paid public service position, preferably in a responsible role of assisting children and their caregivers, is required.

It is preferred that candidates are knowledgeable about the developmental stages of youth. Prior experience working in a public library is ideal. The ability to work additional hours during staff absences and to have flexibility in scheduling is preferred.

We are an independent municipal library, serving residents since 1966. Washington Township is the largest municipality in size and in population in Gloucester County. The library is 20,000 square feet and it includes an enclosed children's library that is almost 3,000 square feet. The children's desk is staffed during all library operating hours. The children's library includes an ample supply of library materials, computers, interactive play areas, and a story time room. The library's 2026 budget is 2.7 million dollars, derived primarily from Washington Township taxpayers. Our busy library is open seven days per week throughout the entire year, including Sundays in the summer months. The library is closed on major holidays as well as Mother's Day and Father's Day. Of the 114,399 patrons who visited the library in 2025, 32% of them, a total of 36,565, also visited the children's library.

Applications will be considered as they are received and the position will be open until it is filled. Only candidates of interest will be contacted. Please note that this position is subject to NJ residency requirements per the NJ First Act. This is a year-round position and it is not seasonal. To apply, submit a cover letter, resumé, and contact information for three professional references with a subject line of PT Children's Library Assistant smikkelson@hegganlibrary.org with attention to Sheila Mikkelson, Library Director.