



JOB POSTING

Position: Library Assistant - Coordinator of Programming (Part-Time)

Salary: \$18.13/hour

Description:

The Old Bridge Public Library is seeking a positive and energetic individual with excellent communication skills and a strong customer service philosophy to join our team. The main focus of this Library Assistant - Coordinator of Programming (Part-Time) position is to assist in the identification and scheduling of in-person and virtual programs for adults and families, while also providing staffing at public service desks as needed. Our ideal candidate must thrive in a team environment and is eager to welcome exciting opportunities for public edification.

Qualifications:

- High School diploma or equivalent; college credits preferred.
- Library experience preferred.
- Must be organized, work with accuracy, be detailed oriented, and able to work with minimal supervision.
- Must have excellent problem-solving, interpersonal, and English language communications skills (in writing and orally).
- Possess a valid driver's license.

Responsibilities:

- Becomes familiar and shares information gathered that identifies the needs and desires of patrons in regard to programming and services.
- Assists the professional/supervisory staff in the implementation of programs and services.
- Assists with the scheduling and managing of program sites including the Library Meeting Room.
- Explores new programs and special events that respond to customer and community demand.
- Works evenings, days, and weekends as assigned
- Assists in designing and distributing information about program and services to social media sites, newsletters, and the media on a regular basis.
- Plans and manages the scheduling of exhibits for Library display cases and bulletin boards as assigned.

Contact:

Applications are available at:

Old Bridge Public Library
1 Old Bridge Plaza
Old Bridge, NJ 08857

Or here:

<http://www.oldbridgelibrary.org/content/uploads/2019/04/obpl-employment-application.pdf>

Applications must be submitted to Linda Reynolds, Executive Assistant for Personnel.

Email: **lreynolds@oldbridgelibrary.org**

When qualifications are equal, Old Bridge residents will be given preference.