



JOB POSTING

Title: Page (Part Time)

Salary: \$16.25 an hour

Open: October 10, 2025

DESCRIPTION

- Sort and shelve library materials in the proper order
- Empty the outside book drop
- Does shelf reading to ensure that materials are in the proper order
- Check shelves for library material when requested by the circulation staff
- Merchandising
- Answer directional questions
- Refer customers needing assistance to the appropriate staff

REQUIREMENTS

- Ability to perform extensive alphabetizing beyond the first letter of a word
- Ability to perform numerical filing beyond the initial digit of a sequence of numbers
- Ability to learn the Dewey Decimal system and other library filing systems
- Ability to converse, speaking clearly, concisely and courteously
- Ability to comprehend and follow written and/or oral one- or two-step instructions
- Ability to push and pull library book trucks weighing in excess of 120 lbs.
- Ability to carry up to 15 lbs. of library materials across the library
- Ability to stand for extended periods
- Ability to bend and stretch to reach high and low shelves
- Applicants must comply with the "New Jersey First Act"

SCHEDULE

18 hours per week: Monday 4pm–8pm, Tuesday 4pm–8pm, Wednesday 5pm–8pm and Saturday 9am–4pm.

Flexibility to cover additional shifts when needed preferred.

BENEFITS

Paid sick and vacation. Paid NJLA membership. This position requires participation in the Defined Contribution Retirement Program pension system. The calculation is 5.5% of the base salary with a 3% employer match. The pension system includes a life insurance policy.

Submit cover letter and resume to Stacie Riker-McNulty sriker@mountlaurellibrary.org.

Applications will be accepted until position is filled.

Mount Laurel Library, 100 Walt Whitman Avenue, Mount Laurel, NJ 08054