

The Gloucester City Library is seeking a motivated and customer service minded library monitor to work about 8-12 hours/week at \$10.00/hr. The main responsibilities include but not limited to shelving, shelf-reading, emptying carts and book-drops bin.

A monitor may be asked to:

- Cart and shelve Library materials.
- Gather and shelve material that accumulates on book carts, tables, shelves, and study carrels.
- Shelf reading (making sure that materials are in the correct order).
- Empty the outdoor book drops
- Answer the phone and direct calls to the appropriate individuals
- Other tasks that are assigned

**Requirements:**

- At times, in order to perform assigned duties to this position, you may be asked to push a full book cart, which can weigh up to 40lbs, twist, bend, kneel, reach, walk or stand for extended periods.
- Knowledge of basic arithmetic using whole numbers and the Dewey Decimal System
- Ability to perform extensive alphabetizing beyond the first letter of a word
- Ability to converse courteously in person and using other methods of communication
- Ability to comprehend and follow written and/or oral one-or-two step instructions
- Ability to use computer is a plus

Employment applications can be obtained at the library or printed from the library website. Completed applications can be dropped at the front desk or mail to 50 N. Railroad Ave, Gloucester City Library, NJ 08030 or Fax to 856-456-4181