



713 Marsha Ave,
Williamstown, NJ 08094
856-629-1212

Library Assistant

Employment type: Full-time

Department: Circulation

Salary: \$30,994

Open: 10/8/2026

ABOUT OUR LIBRARY

The Free Public Library of Monroe Township is a medium-sized municipal library located in Williamstown in Gloucester County. We are a member of the LOGIN consortium, a cooperative of 24 libraries that share infrastructure and resources. We offer a wide variety of programs and services year round to our patrons of all ages, and are dedicated to meeting the professional, educational, cultural, and recreational needs of our diverse community.

DESCRIPTION

We are seeking an enthusiastic, service-oriented, and self-motivated individual to join our team. The individual in this position will work directly with the public at our circulation desk and will provide exemplary customer service to patrons of all ages and backgrounds by being empathetic, approachable, and helpful. Some examples of duties include:

- Register new borrowers for membership; check library materials in/out; handle cash transactions; follow opening/closing procedures.
- Answer questions in person and over the phone and provide information on library services, programming, and events.
- Assists with collection maintenance, shelving, and materials processing

REQUIREMENTS

- Ability to perform extensive alphabetizing. Ability to converse clearly, concisely, and courteously.
- Ability to push, pull, lift, and carry 40lbs or less on a sporadic basis with or without accommodation.

SCHEDULE

35 hours weekly ; Monday-Thursday: 2 - 9pm; Friday/Saturday: 10-5 ; one Saturday shift per month

BENEFITS

Eligible for health, prescription, and dental coverage. NJ pension program. Paid vacation, sick, personal, and holiday time. Monroe Township Public Library is an Equal Opportunity Employer.

Send cover letter and resume as PDF attachments to info@monroetpl.org **by 10/23/2026**. Include job title in the subject line.

This position is subject to applicable Civil Service laws, rules, and regulations. Appointment and employment are contingent upon meeting all applicable Civil Service requirements, including examination, eligibility, certification, and/or other required processes.