

**Summer Seasonal Employment Opportunity  
Announcement Number T-240-18-14**

**Title:** Library Assistant (S.A.I.L. - Service and Achievement In the Library [S.A.I.L.] Coordinator)  
**Salary:** \$13.74 per hour  
**Opens:** March 23, 2018

**Location of Vacancies to be Filled:**

6 vacancies at various locations throughout the Ocean County Library System (see bottom for specific assignment locations)

**Schedule:** **Candidates should be available to work** full or part-time schedules on various days and shifts from mid-May through mid-August 2018 (**Positions range from 150-350 total hours for the duration of the assignment**)

**Status:** Temporary (Seasonal)

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The Ocean County Library (OCL) is an innovative, customer-oriented public library system, the largest in the State of New Jersey. The OCL is seeking applicants for summer seasonal employment to serve as coordinators for the Library's Service and Achievement in the Library (S.A.I.L.) Program. The S.A.I.L. Program uses teen volunteers to provide support at host branch libraries for a range of summer activities. Working under the supervision of a host branch manager, S.A.I.L. Coordinators are responsible for the leadership of the teen volunteers and are responsible for the oversight and management of the Library's other teen summer volunteer program, Reading Buddies. The Reading Buddies Program pairs a Teen Buddy (i.e., teen volunteer) with a Kid Buddy (primary school age customer) for one-on-one reading support. S.A.I.L. Coordinators are responsible for the planning and management of both programs in branch locations.

**General Qualifications:** **As a supplemental page to the OCL Employment Application, candidates should describe all experience and/or education demonstrating the extent to which they possess the knowledge, skills and abilities outlined below.** The best qualified candidates to be referred for consideration will be determined by a preliminary screening for these attributes:

- Skill in working effectively with teens and young children (individually and in groups)
- Ability to write and speak directly, tactfully, and unambiguously
- Skill in using standard PC applications, especially MS Word and Excel
- Ability to multitask and organize work without close supervision
- Must be a resident of Ocean County, New Jersey
- Must be at least 18 years old
- Successful candidates will be subject to a criminal background check and certain offenses may result in removal from employment with the Ocean County Library

If you are qualified *and* eligible and wish to be considered for one of the S.A.I.L. Coordinator positions, you must do **ALL** of the following:

- 1) complete a current Ocean County Library Employment Application;
- 2) prepare a statement addressing your experience or education that describes your potential or demonstrated experience in each of the skills and abilities identified under General Qualifications (above);

- 3) list the locations where you would accept employment (if offered) as a summer seasonal S.A.I.L. Coordinator **from the locations cited below**; and your earliest date of availability;
- 4) write Announcement Number **T-240-18-14** on all application materials.
- 5) **must be Ocean County resident and have high school diploma or equivalent**

**Failure to provide any of the requested information may eliminate you from consideration.** No materials will be accepted after the posted closing date unless specifically requested by the OCL Office of Human Resources.

Application materials must be hand delivered, or postmarked by close of business on the closing date. Applications received after the closing date WILL NOT be considered. Electronic applications submitted to [jdambroski@theoceancountylibrary.org](mailto:jdambroski@theoceancountylibrary.org) and faxed requests will be considered if received by the closing date. Submit all application materials to:

Ocean County Library  
Office of Human Resources **Attn: Justine Dambroski**  
101 Washington St.  
Toms River, NJ 08753-7625

Facsimiles should be sent to (732) 341-3044 (Attn: Myah Gibson).

For additional information regarding this announcement, please contact Justine Dambroski at (732)349-6200, extension 5930, or [jdambroski@theoceancountylibrary.org](mailto:jdambroski@theoceancountylibrary.org).

*Applications may be printed from our website, [www.theoceancountylibrary.org](http://www.theoceancountylibrary.org), by clicking on “About”, then select “Job Announcements.”* In addition, hard copies may be picked up at any branch of the Ocean County Library.

**Branch locations for 2018 S.A.I.L. Coordinators:** Barnegat, Brick, Jackson, Manchester, Stafford and Upper Shores (Lavallette).

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**The Ocean County Library is an Equal Opportunity Employer committed to workforce diversity.**