



Reference Assistant- Part-Time

Are you passionate about empowering young minds and fostering a love for learning? If so, we have an exciting opportunity for you to make a meaningful impact as a Reference Assistant specializing in serving our vibrant community of young adults.

As a part-time Reference Assistant, you will play a vital role in connecting young adults with the information resources and programs to help them succeed in school, explore their interests, and develop new skills. This individual reports to the Adult Services Manager and works at least three (3) weekly public service desk shifts.

This is a Part-Time, IMRF Hourly/Non-Exempt Position - Schedule: 28 hours a week, in person, with one evening a week and every one weekend in five.

ESSENTIAL FUNCTIONS:

- Works with YA Librarian to implement young adult programming and outreach.
- Provides ready reference, reader advisory, and other library services; assists patrons in using library resources regardless of format.
- Supports with projects as requested.
- Contributes to the efficiency and effectiveness of the library's service to its patrons by offering suggestions and directing or participating as an active team member.
- Provides information about library events and processes event registrations.

QUALIFICATIONS:

- Associate's degree or LTA; AND one (1) year of customer service or library experience; OR an equivalent combination of education, training, and experience.
- Has excellent interpersonal skills with a knack for connecting with young adult patrons on their level.
- Qualified in library sciences, services, and collections principles and practices.
- Knowledge of the community area served by the library.
- Ability to work independently and collaboratively within a lively team environment.

BENEFITS:

- Four (4) weeks of paid vacation and sick time annually and fifteen (15) hours of Individual Holidays per year.
- Optional 457b deferred compensation enrollment.
- Retirement savings plan (IMRF).
- Four (4) paid holidays per year

SALARY: \$16.87/hour

TO APPLY: Ready to embark on the next chapter of your library career? Please submit a cover letter and resume to hr-applicants@scpld.org, Attention: Amy Vidlak Girmscheid, Adult Services Manager. Applications are available on our website: <https://www.scpld.org>/The St. Charles Public Library is an Equal Opportunity Employer