



## Youth Services Assistant

The St. Charles Public Library District is seeking to fill the role of Youth Services Assistant with an emotionally intelligent, creative, highly collaborative, and library-loving individual.

This is a Full-Time, Hourly/Non-Exempt Position - Schedule: 37.5 hours a week, in person, with evening and weekend availability.

The Youth Services Assistant works closely with the Youth Services department by providing professional support of library services to patrons; assisting patrons in using the library's collections; performing programming services and story time duties as required. This individual reports to the Youth Services Assistant Manager.

### ESSENTIAL FUNCTIONS:

- Provides reference, reader advisory, assists on the use of library resources; such as searching library catalog, requesting materials, eBooks etc. and other library services
- Plan, prepare, conduct, and collaborate with other staff to provide programs for children, students, and caregivers both in the library and out in the community. Ensures materials are ready for events and programs; assists with planning programs, and with setup and teardown of events; also provides information about library events and processes event registrations.
- May represent the library at off-site functions like school visits or events.
- Contributes to the efficiency and effectiveness of the library's service to its patrons by offering suggestions and directing or participating as an active member of a team.
- Assists Youth Librarians with projects as requested.

### QUALIFICATIONS:

- Excellent communication skills, verbal and written
- Knowledge of current literature, trends, and developments, pertaining to Youth Services
- Ability to work effectively with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds
- Proficient in standard office practices (Microsoft 365), procedures and equipment

### EDUCATION AND EXPERIENCE:

- Associate degree or LTA; AND two (2) years of customer service or library experience; OR an equivalent combination of education, training and experience.

### BENEFITS:

- Four (4) weeks of paid time off
- Two (2) Individual Holidays
- Optional 457b deferred compensation enrollment.

**SALARY:** \$19.11 per hour minimum - \$25.47 per hour midpoint - \$31.84 per hour maximum; offers are generally made within the minimum to the midpoint range, depending on qualifications, experience, and internal equity.

**TO APPLY:** Submit a cover letter and resume to: [hr-applicants@scpld.org](mailto:hr-applicants@scpld.org),

**Attention:** Kate Tripp, Youth Services Assistant Manager

**Applications are available on our website:** <https://www.scpld.org/>

*The St. Charles Public Library is an Equal Opportunity Employer*