



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 IMRF 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 vacation, twelve (12) sick days, five (5) personal days, eleven (11) holidays.
- Comprehensive benefits package including health, dental, and vision insurance.
- Retirement savings plan (IMRF).

SALARY: \$19.49 per hour minimum - \$25.98 per hour midpoint - \$32.48 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, Attention: Victoria Lazarski, Youth Services Assistant Manager. Applications are available on our website: <https://www.scpld.org/>
We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The St. Charles Public Library is an Equal Opportunity Employer