

## Youth Services Assistant

Average Weekly Hours: 21 | FLSA Classification: Non-Exempt

Do you want to be a part of a collaborative and fun team that makes a difference in people's lives? Are you an enthusiastic individual with excellent customer service skills who likes working with children from birth through 8<sup>th</sup> grade? If so, this opportunity may be for you!

The Indian Trails Public Library District (ITPLD) is seeking a Youth Services Assistant to join our team. The Assistant would contribute to a team that focuses on creating a positive and welcoming library experience for our members. This position is a part-time opportunity with an average work week of 21 hours.

### Some of the job duties include:

- Staffing a Youth Services desk.
- Assisting children and caregivers in finding information, locating and suggesting materials through reader's advisory.
- Help maintain a positive environment for library members by providing exceptional customer service.
- Assisting with maintaining the collection as needed.
- Staying up-to-date with age appropriate children's literature in order to provide proficient readers' advisory.
- Assist in programming as needed.
- Generate and maintain reports and statistics as needed.
- Assist the Youth Services staff on various projects as requested.

### This opportunity requires:

- LTA or Associate's Degree, or relevant experience required.
- Excellent customer service, interpersonal, and organizational skills.
- Experience working with children.
- The ability to communicate effectively, use good judgment in the decision making process, and work both independently and as part of a team.
- The ability to use computers and relevant software including but not limited to Google products.
- The flexibility to be able to work days, evenings, weekends, and holidays.
- Must have reliable transportation to arrive to work on time for scheduled shifts and be able to work days, evenings, weekends, and holidays.

*Hourly rate of \$16.36 - \$19.75 depending on qualifications. This position is eligible for pro-rated vacation and sick time and IMRF participation. The library supports continued learning and professional growth.*

### To apply:

Send a cover letter and resume via e-mail to HR at [hr@itpld.org](mailto:hr@itpld.org).

Please include the job title in the subject line. No phone calls please.

## Culture Code. The ITPLD Way

### How we work

We are collaborative, enthusiastic and curious.

We assume positive intent and find ways to say "yes" to the seemingly impossible.

We tackle our fast-paced environment with focus, humor and positive solutions.

### Who We Are

We're a diverse bunch who recognize our differences as strengths.

We're an engaged and driven group that values kindness and flexibility.

We recognize one another for a job well done and always have time for a smile.

### Staff Perks

We converse well with each other.

We value good humor and fun.

Our workplace is an open, friendly space where we feel valued and appreciated.

We're human - we laugh, throw parties, sing (loudly) with the Tone Defs, sport our sweet branded clothing and love a good potluck.