



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 8th 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:

- Bachelor's Degree or minimum 2 years relevant experience.
- 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 Microsoft 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.

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.



Indian Trails
Public Library

Hourly rate of \$16.50 - \$19.60 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 including job training for new employees.

To apply:

Send a cover letter and resume via e-mail to HR at hr@itpld.org.

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