



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 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.

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.

Culture Code

The ITPLD Way

Our Work

- We assume positive intent in all our interactions.
- We tackle our fast-paced environment with focus, humor and positive solutions.
- We work together to contribute to outstanding experiences for our members.
- We strive to have clear, consistent and direct communication throughout the organization. We listen, trust each other and openly share ideas and information.
- We strive to treat everyone with empathy and respect.

Our Staff

- We are collaborative, enthusiastic and curious.
- We are a diverse bunch who recognize our differences as strengths.
- We are 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.

Our ITPLD

- Our workplace is an open, friendly space where we feel valued and appreciated.
- We care about each other and support the well-being and development of each staff member.
- We make time to laugh, celebrate our accomplishments and passions, sport our sweet branded clothing and build relationships that make coming to work fun.