

Library Associate – Youth and Adult

Hours: 20 hours/week (non-exempt) including 2 evenings and weekend rotation

Pay: range begins \$16.53, depending on skills and qualifications

Benefits: IMRF (IL Municipal Retirement Fund), paid time off, tuition reimbursement, employee assistance program (EAP), and optional deferred 457b compensation plan with employer match

Job Description

Messenger Public Library is looking for a new staff member with a dedication to customer service, teamwork-centric attitude, and willingness to jump in and help others.

This opportunity is great for both experienced library workers interested in working directly with the public and those who want to learn to deliver public library services to all ages.

The 20 hours/week consist of evening, weekend, and some daytime shifts floating between our Adult Services and Youth Services departments. This requires flexibility, as we work together to ensure adequate library staffing and good work/life balance for all staff.

This position will staff the public service desk in both Youth and Adult Services, reporting primarily to the Youth & Teen Services Department Head and also the Adult Services Department Head.

Some of the main job duties:

- Staff the public service desks to welcome children, teens, and adults
- Provide research and technology assistance in person, by phone, and by email
- Share book suggestions for a wide range of ages and interests
- Assist with using a computer, printer, copier, and scan and fax station
- Instruct in how to access online resources, including eBooks and eAudiobooks
- Assist with administrative tasks and department projects, including compiling reports and statistics
- Assist with programming, outreach, collection maintenance, and book displays

We're looking for:

- Bachelor's Degree, LTA, or minimum 2 years of experience with children or customer service
- Fantastic communication and customer service skills
- Attention to detail and organization
- Ability to work both collaboratively and independently
- Experience in current technology and the ability to provide basic instruction to patrons
- Comfort working with people of diverse backgrounds, abilities, and ages
- Commitment to bringing the principles of equity, diversity, inclusion, and accessibility to your everyday work

We'd like:

- Spanish-language skills are highly desired
- Experience working in public libraries
- Experience working with children

Schedule:

- Evening shifts (typically 2 nights/week from 5-9 pm)
- Weekend availability (typically 2-4 four-hour shifts/month)
- Schedule averages 20 hours/week: either 5 four-hour shifts/week or 4 five-hour shifts, with occasional full day 8-hour shifts.
- The schedule is based on the library's needs and could change if and when needed.

The mission of the Messenger Public Library is to inform, connect, and enrich the community of North Aurora. As such, our library celebrates inclusion and is committed to equal-opportunity employment. We believe our work benefits from the diverse perspectives of our employees. Messenger Public Library is an equal-opportunity employer.

To apply: Submit PDFs of your cover letter, resume, and contact information for three professional references to Michelle Kurczak, Head of Youth and Teen Services mkurczak@messengerpl.org.