

Title: Youth Services Assistant I
Grade: 5
Average Weekly Work Hours: 21
FLSA Classification: Non-Exempt

Do you want to be a part of a collaborative 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 I to join our team. The Assistant would primarily staff a service desk providing customer service that creates a positive and welcoming library experience for our members. This position is a part-time opportunity with an average work week of 21 hours.

Our team is committed to our vision of inspiring individuals, engaging communities and enriching lives.

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.
- Stay current with age group appropriate literature.
- 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 certification required.
- Excellent customer service, interpersonal, and organizational skills.
- 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.

- 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 \$14.94. 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. Please include the job title in the subject line. No phone calls please.