



POSTION: Early Childhood Associate I - Part-Time

SALARY: \$11.82/Hour 19 Hrs./wk

The Wheaton Public Library is seeking applicants for the position of a Part-Time Early Childhood Associate for the Youth Services Department.

GENERAL PURPOSE: Assist the Early Childhood Supervisor and Youth Services Management Team with operations of the Youth Services Department.

DUTIES AND RESPONSIBILITIES:

- Serve on a team of Early Learning Associates to assist with programs for children ages 0 to 7
- Assist with programs for all ages as assigned
- Provide basic instruction on using the online catalog
- Provide basic reference and readers' advisory to all children.
- Present a positive library image to the community

EDUCATION REQUIREMENTS:

High School Degree

SCHEDULING:

Desired availability: Mondays: 9:00am-2:00pm

Wednesdays: 4:00-9:00pm

Thursdays: 1:00-5:00pm

Fridays: 9:00-2:00am

Available to work two Saturdays and one Sunday a month

GENERAL PHYSICAL/MENTAL REQUIREMENTS:

Ability to sit, stand, walk, bend, reach, and climb as well as the ability to lift and push up to 40 pounds.

JOB SETTING / ENVIRONMENTAL / SOCIAL CONDITIONS:

- Indoor conditions
- Must maintain a professional manner when dealing with patrons, staff and others
- Consistently adheres to work schedule and notifies in advance about schedule changes, arrives to work on time and dresses per dress code policy
- Must be able to work independently and as a team
- Evening and weekend work required

TO APPLY: Qualified individuals interested in this position should submit a resume & cover letter to:

Wheaton Public Library

ATTN: Business/Human Resources Department

Joyce Kent joyce@wheatonlibrary.org

225 N. Cross St.

Wheaton, IL 60187

The Wheaton Public Library is an equal opportunity employer