



TWEEN SERVICES ASSOCIATE II

POSITION: Tween Services Associate II

SALARY: \$16.00/hour

Position Details

Wheaton Public Library is looking for a Tween Services Associate to join our Youth Services team meeting the needs of children grades 3, 4 and 5 in a busy, dynamic environment. Primary duties include conducting programs, staffing the Tween Services desk to provide reference and readers' advisory services, assisting children with reading clubs and library activities, and planning and executing programs for young children.

This is a 29 hour a week position which includes PTO, Vacation and IMRF benefits.

GENERAL PURPOSE: Responsible for assuring high patron and employee satisfaction with all aspects of Youth Services in accordance with current Library policies and procedures and in cooperation with other departments and the Library mission and vision.

Education/Experience

Education, training, and/or relevant experience equivalent to the completion of a bachelor's degree LTA desired.

Scheduling:

This position may require working during any of the hours that the Library is open, including evenings and weekends. Although a weekly schedule is established, the needs of the Library may require schedule changes and flexibility.

GENERAL PHYSICAL/MENTAL REQUIREMENTS:

Extensive standing; some sitting, stooping, bending, lifting books up to 25lbs, and pushing carts up to 100lbs
Requires repetitive hand and shoulder movement
Good vision and hearing
Requires mental alertness and attention to detail
Must be able to communicate clearly
Good hand dexterity for computer

JOB SETTING / ENVIRONMENTAL / SOCIAL CONDITIONS:

Indoor conditions.
Must maintain professional manner when dealing with patrons, staff, and others.
Must be able to work independently as well as with a team.
Evening and weekend work required.

Essential functions of this position must be performed with or without a reasonable accommodation. Requests for reasonable accommodation will be considered on a case-by-case basis.

TO APPLY: Applicants should submit a resume & cover letter to: Joyce Kent, Business/HR Manager at joyce@wheatonlibrary.org

The Wheaton Public Library is an equal opportunity employer