



**POSTION:** Greeter / Part-time

**SALARY:** \$10.30/Hour

The Wheaton Public Library is seeking applicants for the position of Part-time Greeter for the Circulation Services Department.

**Applications are available at the Wheaton Public Library**

**GENERAL PURPOSE:** Perform duties to greet, assist and direct patrons entering the library.

**DUTIES AND RESPONSIBILITIES:**

- Greet arriving patrons, welcome, and encourage patrons to request assistance or service, and provide information regarding Library services, directional assistance, and routine reference.
- Refer patrons to reference librarian for assistance with significant reference inquiries.
- Perform any range of activities to locate, match or sort materials,
- Monitor patrons in the Library and remind them of Library policies as required to ensure that the resources of the Library are fully accessible to all patrons.

**EDUCATION REQUIREMENTS:** High School Degree

**GENERAL PHYSICAL/MENTAL REQUIREMENTS:**

- Knowledge of computerized library systems
- Basic keyboarding skills
- Must be willing to work a flexible schedule including weekend and evening hours.

**TO APPLY:** Qualified individuals interested in this position should submit an application found on the library website or in house. Applicant should bring completed application to the Circulation desk or send to:

Joyce Kent, Business/HR Manager at [joyce@wheatonlibrary.org](mailto:joyce@wheatonlibrary.org)

*The Wheaton Public Library is an equal opportunity employer*