



TEEN SERVICES ASSOCIATE II

POSITION: Teen Associate II **SALARY:** \$15.58 /hour

Position Details:

Wheaton Public Library is looking for an energetic, creative and fun person to join the Teen Services Department. This position assists the Teen Services Department Head with the promotion, process and management of the Teen Service's Department. Primary responsibilities include assisting patrons at the teen services desk, readers' advisory and reference services, displays, and assisting with programs.

This is a 19 hour a week position and does not include benefits.

GENERAL PURPOSE: Responsible for assuring high patron and employee satisfaction with all aspects of Teen 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 will primarily consist of evening and weekend shifts, but may require working during any of the hours that the Library is open.

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