



## **JOB POSTING**

### **TWEEN SERVICES ASSOCIATE I**

**POSITION:** Tween Services Associate I

**SALARY:** \$11.82 /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 25 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**

High School Degree; Strong commitment to customer service; Basic understanding of child development

#### **SCHEDULING:**

Monday 9:00 a.m. – 2:00 p.m.

Tuesday 4:00 – 9:00 p.m.

Wednesday 12:00 – 5:00 p.m.

Thursday 12:00 – 5:00 p.m.

Friday 9:00 a.m. – 2:00 p.m.

Includes weekend rotation.

#### **GENERAL PHYSICAL/MENTAL REQUIREMENTS:**

See attached Job Description.

#### **JOB SETTING / ENVIRONMENTAL / SOCIAL CONDITIONS:**

See attached Job Description.

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

*The Wheaton Public Library is an equal opportunity employer*