

Public Services: Adult Services Assistant

Salary: \$19-21/hour

Part-time: 18 hours per week

Schedule: Monday through Thursday Nights, 4-8:30pm plus one Saturday per month (in place of one weeknight). Additional hours may be available on an as-needed basis.

Job Summary

Are you passionate about inspiring young minds and supporting families in their literacy and learning journey? We are looking for a friendly, creative, and dedicated Youth Services Assistant to join our team!

In this role, you'll help children and parents discover engaging books, educational resources, and fun learning opportunities. You'll provide readers' advisory and light reference services, assist the department, and help families while working the Youth Services Reference Desk.

If you love working with kids, enjoy building relationships with parents, and are enthusiastic about creating a welcoming and enriching library experience, we'd love to meet you!

Minimum Qualifications

Knowledge, skill, and development in the following areas which are often gained through a post-secondary degree (e.g. Associate's Degree) or two years of equivalent working experience

Preferred Qualifications

- Previous experience working in libraries
- Experience working with technology and troubleshooting questions
- Knowledge of popular literature and media for all ages
- Spanish or Polish language skills a plus

During your shifts, your responsibilities may include:

- Helping patrons locate library items and resources, including placing holds for patrons
- Offering prompt and accurate customer service to patrons
- Providing reference and reader's advisory to patrons of all ages
- Assisting with shelving, shifting, or collection maintenance projects
- Helping patrons download digital items and access online resources
- Assisting with assigned or other projects as needed

For all your awesomeness, you will get:

- Paid time off (1 hour for every 40 hours worked in your first year; 1 hour for every 20 hours worked thereafter)
- Sick time (accrued at a rate of 4 hours per month)
- Paid holidays
- Tuition Reimbursement on applicable programs

Work Environment

The work is both active and inactive. Active work may include carrying items, shelving books, or pushing carts.

This position reports to Jenny Collier, Youth Services Manager.

How to Apply

Please submit a resume and cover letter to jobs@wooddalelibrary.org. Preference will be given to candidates who submit an application before or on July 1, 2025. The Wood Dale Public Library District is an equal-opportunity employer.