

Patron Services Associate

Salary \$15.00 per hour

Job Type: Part-time average 13.5 hours per week

Closing: When filled

SUMMARY:

We are excited to be adding creative staff as we embrace and enhance the charm of Peru, Illinois. Are you looking for a creative environment of support and sharing, where you can make a difference? We are looking for a part time Patron Services Associate to empower our patrons through a love of books, community, and exciting new programs. We need positive, engaging team members who are eager to assist with projects and programs within the library, as well as in our community. If you are looking for growth and flexibility, this may be the perfect opportunity for you to reach that goal, we invite you to join our friendly staff to meet the varying needs of our patrons!

PERKS:

- Paid Time Off
- Paid Sick Time
- Continuing education opportunities
- Paid holidays throughout the year

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties and responsibilities are not all inclusive. Other duties may be assigned.

- Rove the library to support patrons, provide assistance, and maintain collections and public areas
- Assist patrons in finding and using library resources, including reference materials, computers, public access catalog, reference databases, and electronic resources
- Support all patrons with first level technology assistance and basic computer troubleshooting issues
- Encourage, invite, and welcome patrons to our amazing library
- Perform daily library circulation operations with a positive attitude
- Uphold the patron's rights embodied in the First Amendment of the Constitution of the United States, the Bill of Rights and ALA confidentiality standards
- Uphold copyright and anti-discrimination and bias-free laws and regulations
- Support coworkers as part of a growing team
- Prepare and maintain coffee bar
- Participate in the engaging design and maintenance of displays
- Provide readers' advisory services to all age levels

SPECIFIC WORKING CONDITIONS:

- Ability to work with normal conditions of dust, odors, fumes and noises in a library environment

- Strength and flexibility to lift up to 40 pounds, bend, reach, sit or stand for extended periods of time
- Confidence and ability to shelve and correct library material
- Ability to work scheduled days, evenings and weekends

JOB QUALIFICATIONS REQUIREMENTS:

Genuine enjoyment of working with a diverse public; enthusiastic, energetic, and service-oriented; commitment to continuing education; ability to learn and use basic reference techniques; willingness and ability to learn new library procedures; ability to work independently and adapt to a fast-paced work environment; ability to work with others; computer literate, commitment to ongoing professional development; dependable and flexible with regard to hours.

High school diploma or GED equivalent; library experience and working with automated library software desired.