



# Employment Opportunity

## Teen Services Paraprofessional 24 hours per week

Kathryn Linnemann Branch, St. Charles, MO

The Kathryn Linnemann Branch of the St. Charles City-County Library is seeking a part-time Teen Services Paraprofessional to assist in serving teens in the branch's youth services department. In addition to contributing to classes and events for teens and tweens, this position will be expected to help provide outreach services and offer excellent customer service to youth and their caregivers. This position will report directly to the Youth Services Supervisor, and will be expected to regularly collaborate with other youth services staff serving other age groups.

Located in the heart of St. Charles City, the Kathryn Linnemann Branch serves a diverse and rapidly changing population. The branch has a particularly large and active after-school teen population and a growing population of young families. The best candidate for this position will be a team player with a passion for creating positive connections with teens.

### Requirements:

- Enthusiasm for serving tweens and teens
- Experience planning and presenting classes and events
- A positive attitude and a good sense of humor are a must
- Strong customer service and technology skills
- Experience with a high-needs populations is helpful

### Schedule:

Mon 3:00pm-7:00pm, Tues 1:00pm-5:00pm, Wed 1:00pm-9:00pm, Thurs 3:00pm-7:00pm and Fri 1:00pm-5:00pm.

Occasional Saturday shifts based on programming needs are expected as is flexibility to meet the scheduling needs of the branch.

Part time employees enjoy a partial benefit package that includes paid time off and a Deferred Compensation plan with employer match. Starting rate is \$17.01 per hour.

For priority consideration, submit a cover letter and resume with completed SCCCL application by **Monday, November 1, 2021**. Please send application materials electronically to [hr@stchlibrary.org](mailto:hr@stchlibrary.org). Applications will be accepted until position is filled.

*The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.*

10/22/21-11/1/21

**Please see the following job description for more information.**

**Description Number:** 135  
**Position Title:** Paraprofessional  
**Salary Grade:** 13  
**FLSA Classification:** Nonexempt  
**Reports To:** Branch Manager  
**Revision Date:** 03/07/2019

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### **Position Summary**

Performs public service duties under limited supervision of a Librarian. Responsibilities may include assisting customers in locating library materials and basic information; providing customers with assistance using library technology and mobile devices; developing and presenting classes and events in the library or at outreach locations.

### **Essential Functions**

- Provide basic reference and reader advisory assistance to customers.
- Respond to customer inquiries in-person, by phone, or online.
- Plan and present a variety of classes or events for all ages.
- Assist customers in using library materials and equipment.
- Make presentations at community events and represent the library at outreach activities.

### **Duties**

- Greet and welcome customers.
- Assist customers with library card accounts and circulation transactions.
- Respond to customer inquiries and requests for information in-person, by phone, or online; may refer complex inquiries to a librarian.
- Assist customers with room or event registration.
- Assist customers with accessing digital library resources.
- Assist customers with finding and reserving materials, including interlibrary loan.
- Prepare and present engaging classes for adults, teens, or children at the library or at community outreach locations.
- Merchandise and promote the collection at the library or at outreach locations.
- Weed the collection as directed by a librarian.
- Provide specialized services such as passport application acceptance.
- Serve on District committees and complete special projects as assigned.

### **Skills**

- Knowledge of general library operations and principles.
- Knowledge of reference interview and research techniques.
- Strong verbal and written communication skills.
- Ability to plan and host interesting and engaging classes and events.
- Ability to work with people of diverse backgrounds.
- Skill using technology such as an automated catalog, computers, and mobile devices.
- Skills using Microsoft Office and Google products.
- Attention to detail and ability to perform duties with high level of accuracy.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to interact pleasantly and positively with customers and staff, and work effectively as part of a team.

- Ability to exercise initiative to achieve established goals and directives.

**Essential Physical Abilities** - Accomplished with or without reasonable accommodation.

- Ability to lift materials and move book carts weighing up to 30 pounds.
- Ability to stand for long periods.
- Ability to reach high or low to retrieve and return materials to shelves and move through aisles.
- Sufficient vision to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.
- Sufficient mobility to load and drive library vehicle to outreach locations for classes and events.

**Education and Experience**

- Bachelor's degree or related experience.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.