



Employment Opportunity

Paraprofessional

12 hours per week average

MyLibrary @ Orchard Farm Elementary

The MyLibrary @ Orchard Farm Elementary Branch has an opportunity for an outgoing, service-oriented individual to join our team and engage our growing community. As a Paraprofessional, you will work with customers of all ages helping them with a variety of information needs, offering events and classes and providing the best library experience possible. The MyLibrary @ Orchard Farm Elementary Branch is located in the Orchard Farm Elementary School library and is open to the general public during off school hours.

Requirements:

- Experience and passion for working with customers from a wide variety of backgrounds
- Ability to plan and present classes and events
- Exceptional communication skills
- Ability to multi-task and stay organized
- Patience and a sense of humor are a must
- Fluency in Spanish, Urdu, Hindi or another foreign language highly desirable

Full job description: [Paraprofessional](#)

Schedule: Every Tuesday and Thursday 3:30pm-8:00pm
Every 2 out of 3 Sundays 12:30pm-5:00pm

Expanded hours during the summer months are expected. Current staff will be provided the opportunity to expand their schedule if desired.

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.

The St. Charles City-County Library is a Kaleidoscope of Discovery! Our twelve library branches are located in some of the fastest growing communities in Missouri, and poised to grow right along with them. The future looks bright. Join us!

For priority consideration, please submit a cover letter and resume with completed [SCCCL Application](#) by Monday, March 23, 2020. Please send application materials electronically to HR@stchlibrary.org, or mail to SCCCL HR Dept. P.O. Box 529, St. Peters, MO 63376.

Applications will be accepted until position is filled. Due to the high volume of applications received, we are unable to provide status updates.

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.

3/6/20-3/23/20