



Employment Opportunity

Paraprofessional

20 hours per week

McClay Branch, St. Charles, MO

The McClay Branch has an opportunity for an outgoing, customer-focused individual to join our team and engage our growing community. As a Paraprofessional, you will work at a public service desk helping customers of all ages find library materials, use online resources and e-media, find the answers to reference questions, and discover new things to read, watch, and play. Paraprofessionals also help promote Library resources by showcasing materials, presenting classes and events, and community outreach.

Requirements:

- Exceptional verbal and written communication skills
- Ability to multi-task and stay organized in a fast-paced environment
- Strong technology skills
- Ability to plan and present classes and events
- Minimum one year experience in customer or public service
- Comfort and ability to engage with youth audiences, especially teens and tweens, is a must
- Bachelor's degree or related experience

Full job description: [Paraprofessional](#)

Schedule: Tue. 2:30pm-6:30pm, Wed. 3:00pm-9:00pm, Thu. 2:30pm-6:30pm, Fri 2:00pm-6:00pm.
8 hour shift every 4th Saturday. 4 hour Sunday shift on rotation.

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! With an operating budget of over \$19 million, 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 immediate consideration, please submit a cover letter and resume with completed [SCCCL Application](#). Please send application materials electronically to HR@stchlibrary.org, or mail to SCCCL HR Dept. P.O. Box 529, St. Peters, MO 63376 by **Monday, June 17, 2019**.

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.

6/7/19-6/17/19