



Employment Opportunity

Paraprofessional

24 hours per week

Deer Run Branch, O'Fallon, MO

The Deer Run Branch has an immediate opportunity for a Paraprofessional to work with all ages. You will develop and present interesting and engaging classes, to include classes and events for adults and book discussion groups. Public service duties include assisting customers in locating library materials and basic information, including basic reference questions, readers' advisory and using technology. You will also promote the library collection through designing attractive, relevant displays and community outreach.

Requirements:

- Experience working with all ages
- Ability to plan and present classes and events for a variety of ages
- Exceptional verbal and written communication skills
- Ability to multi-task and stay organized in a fast paced environment
- Willingness to learn new things
- Strong skills using library equipment and technology such as e-readers and mobile devices
- A minimum of one year experience in customer or public service
- Bachelor's degree or related experience required

Full job description: [Paraprofessional](#)

Schedule: Mon 8:30am-5:00pm, Tues 1:00pm-9:00pm, Wed 5:00pm-9:00pm, Thurs 9:00am – 1:00pm.
Rotating Sat shift approximately once a month

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 \$20 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 priority consideration, please submit a cover letter and resume with completed SCCCL Application by **Monday, March 30, 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.

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.

3/13/2020-3/30/2020