



# Schiller Park Public Library

## JOB DESCRIPTION

Position Title: Community Engagement Associate

Department: Community Engagement

FLSA Status: Part-time, Non-Exempt

Reports to: Community Engagement Manager

## POSITION SUMMARY

Under the general supervision of the Community Engagement Manager, Community Engagement Associate is a part-time position with up to 29 regularly scheduled hours per week, including some evenings and Saturdays, plus filling in as relief for staff vacation and sick leave. This position will primarily assist with library programs and events, will periodically assist with staffing the Children's World service desk, and may be asked to assist in any department based on operational needs.

## SALARY

\$15.50/hour

## BENEFITS

IMRF (Illinois Municipal Retirement Fund) participation; paid holidays; paid vacation and sick days after probationary period.

## SCHEDULE

Monday: 4:00 – 8:00 PM

Tuesday: 9:00 – 5:00 PM

Wednesday: 12:00 – 8:00 PM

Saturday: 9:00 – 5:00 PM

## ESSENTIAL FUNCTIONS

### *Community Engagement & Public Program Responsibilities*

- Prepare printed and online marketing materials as requested.
- Assist with the preparation of materials and execution of youth and adult programs and events.
- Serve as the staff point person during events as requested.
- Participate in outreach events as requested.
- Monitor and maintain program supplies at the direction of the Community Engagement Manager.

### *Customer Service & Collection Responsibilities*

- Staff the Children's World service desk.

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- Provide general reader's advisory and reference service to youth patrons and their guardians. May utilize both online and print resources.
- Answer and direct library phone calls.
- Participate in coverage of the Circulation or Computer Lab desks as needed.
- Assist with pulling, shelving, and weeding library materials.

### *General Responsibilities*

- Provide consistent, gracious, and friendly service to coworkers and patrons.
- Understand and enforce library policies and procedures while safeguarding confidential and restricted information.
- Assist with library public programs and outreach.
- Includes evenings, weekends, and some mandatory workdays.
- Participate in relevant training, continuing education and/or staff development.

**And other duties as assigned by the Library Director.**

### REQUIREMENTS FOR THIS POSITION

- Ability to work accurately in a changing and varied environment across multiple departments and with frequent interruptions.
- Flexible, self-motivated, and must effectively communicate and work well with patrons and fellow staff members and possess a positive attitude.
- Ability to be flexible, use time effectively and perform duties in a professional manner.
- Service-oriented attitude.

### EDUCATION/EXPERIENCE REQUIRED

- High School Diploma or GED.
- At least one (1) year of customer service experience required.
- Proficiency with a variety of technology including Windows and IOS platforms, Microsoft Office, and library databases.

### EDUCATION/EXPERIENCE PREFERRED

- Successful work experience as a library assistant/associate or program assistant/associate in a public library.
- Working knowledge of SirsiDynix Symphony ILS.

### PHYSICAL REQUIREMENTS

- Ability to bend, stoop, lift, and carry is required.