



MATERIALS AIDE (Part-Time) - Santori

Are you a detail oriented, self-starter who likes a good challenge? If so, we have the job for you at Aurora Public Library District. We are currently looking for a part-time Materials Aide at Santori Library.

Key Responsibilities:

- Provide uniformly gracious and friendly service to all customers
- Check in, sort and shelve returned materials
- Search for and collect customer holds, lost and missing items
- Collect library materials from book returns
- Maintain orderliness in stacks by shelf reading, shifting materials and edging

Minimum Qualifications:

- Must be at least 16 years old
- Basic ability to read and comprehend oral and written instructions in English
- Basic computer skills
- Ability to lift 50 pounds and move or transport up to 100 pounds of library materials from one location to another
- Ability to work independently
- Spanish language skills a plus

Work Schedule:

Sunday	Off
Monday	4pm-9pm
Tuesday	4pm-9pm
Wednesday	Off
Thursday	5pm-9pm
Friday	Off
Saturday	10am-3pm

Hourly Rate: \$14.00

Benefits: Paid vacation and holidays

To apply:

If this sounds like the role for you, please send your application, resume, and cover letter to hrdirector@aurorapubliclibrary.org.

A copy of our application can be found at https://aurora.libnet.info/images/pdfs/aurora/HR/Application_for_Employment.pdf

About APL:

Our 2023 [strategic plan](#) includes Advancing Through Equity, Achieving School Success, Restoring Aurora, and Welcoming New Americans. We're dedicated to providing excellent customer service in a diverse urban area. Our 97,000-square foot main library which opened in 2015 includes a makerspace and a media production lab. We also have two branches and a bookmobile. We serve six school districts in four counties, and our bookmobile provides library services to students in East Aurora School District 131.

Application deadline: April 17, 2024 – April 30, 2024

Aurora Public Library District is an Equal Employment Opportunity Employer