



Outreach Assistant (Full-Time)- Santori Library

Have you ever dreamed of driving Aurora’s newest Bookmobile, greeting delighted customers at schools and neighborhoods? Do you love helping people find information and resources? Do you like planning engaging programs for library customers from diverse backgrounds? If so, the Aurora Public Library District may be the place for you. We are currently looking for a full-time Outreach Assistant in Outreach Services Department at our Santori location.

Key Responsibilities:

- Plan, promotes and provide library programs and services throughout the community
- Drive and operate APLD Bookmobile
- Assist customers on the Bookmobile and via phone with circulation, placing holds, and initiating inter-library loan transactions
- Select and process materials for delivery to schools, care facilities and other community locations
- Load and unload library materials into and out of library vehicles, restocking/shelving materials as needed
- Establish and maintain rapport with homebound customers and seniors in retirement communities, providing reader advisory, offering basic technology assistance, and planning relevant programs
- Write reports, compile data and maintain vehicle inspection logs

Schedule

Saturday	Off
Sunday	Off
Monday	8:00 am- 5:00 pm
Tuesday	8:00 am- 5:00 pm
Wednesday	8:00 am- 5:00 pm
Thursday	11:00 am- 8:00 pm

Friday	8:00 am- 5:00 pm
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Weekend Rotation- Work every 3rd Saturday of the month with Friday off the following week.

Minimum Qualifications:

- Bachelor’s degree or Library Technical Assistant (LTA) certificate required
- Commercial Driver’s License (CDL) or ability to obtain CDL within 90 days of employment (training provided)
- One year of customer service experience
- Prior library experience desirable
- Ability to exercise reasonable and independent judgment and discretion
- Ability to establish and maintain effective working relationships
- Ability to work evenings and weekends
- Ability to lift 50 pounds and transport 100 pounds of library materials from one location to another
- Spanish language skills highly desired

Benefits:

Salary range starts at \$48,401.60- \$63,876.80
Paid vacation, holiday, personal and sick days
IMRF pension plan and 457b retirement plan
Professional Development

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](https://aurora.libnet.info/images/pdfs/aurora/HR/Application%20for%20Employment.pdf)

Application Deadline: March 3, 2025- March 17, 2025

About APLD:

APLD promotes lifelong learning by providing opportunities for self-directed

personal growth, inspiring a growth mindset and development. We are a resource for everyone from early literacy through continued education, a place that welcomes all to its spaces, diverse collection and enriching programs. We empower, include and innovate our residents by connecting individuals to evolving services and technologies, giving access to the informational needs by being fine FREE while also functioning as a community cultural hub. APLD elevates its community by reaching out, building partnerships and engaging in our community's needs. **Stop by any of the 5 locations to learn more about [who we are](#) and start opening a world of possibilities!**