



Aurora
Public
Library
District

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
- 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

Work Schedule:

School Year and Summer

Saturday	1 - 5pm
Sunday	Off
Monday	5 - 9pm
Tuesday	5 - 9pm
Wednesday	5 - 9pm
Thursday	6 - 9pm
Friday	Off

Hourly Rate:

Hourly rate \$12.00

Posting Deadline: July 27, 2022 – August 12, 2022

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 APLD:

Our [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.