



Position Available
Member Services Specialist
Part-time, Average 20 hours per week

Four week rotation includes:

	Week A	Week B	Week C	Week D
Monday				
Tuesday	1:15-9:15p	3-9:15p	5-9:15p	5-9:15p
Wednesday		1-5p		
Thursday	9a-3p		9a-3p	1:15-9:15p
Friday	1-7:15p		9a-1p	9a-3p
Saturday		9:15a-5:15p		
Sunday		12:15-5:15p	12:15-5:15p	

Additional shifts may be assigned based on library needs.

Warrenville Public Library District is looking for a friendly and welcoming individual with exceptional customer service skills to work at our Member Services Desk. This position provides direct assistance to our members including welcoming all visitors, issuing library cards, checking out materials, collecting fees and resolving questions or concerns about member accounts.

Requirements:

- High school diploma or GED, LTA Certificate preferred.
- One-year experience working directly with the public in a customer service environment, library experience preferred.
- Ability to communicate clearly and concisely, both verbally and in writing, in English.

Hiring Range: \$13.50-\$15.00 per hour dependent on qualifications. Benefits include 3 weeks paid time off, 9 paid holidays and participation in Illinois Municipal Retirement Fund.

Applications accepted until position is filled.

Submit cover letter and resume:

Jackie Davis, Assistant to the Director
jackie@warrenville.com
Warrenville Public Library District
28W751 Stafford Place, Warrenville, IL 60555

Job description available at www.warrenville.com/get-involved