
Warrenville Public Library District

Part-time Position Available

Member Services Associate

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.

The two-week schedule rotation for this position averages 25 hours per week and includes the following shifts:

	Week A	Week B
Monday	3:15-9:15 pm	3:15-9:15 pm
Tuesday	9:15 am-1:15 pm	9:15 am-1:15 pm
Wednesday	5:15-9:15pm	5:15-9:15pm
Thursday	OFF	OFF
Friday	OFF	1:15-7:15pm
Saturday	9:15am-5:15pm	OFF
Sunday	12:45-5:15pm	12:45-5:15pm

Additional shifts may be assigned based on library needs.

View the complete job description, including qualifications, at <https://wpld.info/workwithus>.

Salary Range: \$14.00 - \$17.50 per hour depending on qualifications, experience and internal equity.

Applications accepted until position is filled.

Submit cover letter and resume:

Sandy Whitmer, Library Director
director@warrenville.com
Warrenville Public Library District
28W751 Stafford Place, Warrenville, IL 60555



posted 10/28/2022