

Bellwood Public Library

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www.bellwoodlibrary.org



Patron Services Library Aide

Does the thought of working in a library setting appeal to you? How about providing friendly and high quality customer service? If so, we would love to hear from you!

In this capacity, you will:

- Provide friendly and courteous service for all patrons
- Build positive relationships
- Use a variety of office equipment
- Assist patrons in use of technology,
- Be familiar with technology and basic computer programs
- Adapt to evolving needs, trends, and library services

You will need to be:

- Service oriented
- Radiate calmness while being frequently interrupted.
- Able to independently prioritize tasks
- Effective in maintaining working relationships with co-workers

We'd love for you to have:

- 1 year of customer service required, preferably in a library setting

Your schedule and wage:

- 12-18 hours per week
- Wages depend upon qualifications.
- Must be available for days, evenings and some weekends.

Application deadline:

December 6, 2021

If this sounds like the role for you, please send your application and resume to Linda DuPree, Head of Patron Services, at dupreel@bellwoodlibrary.org, with subject line "Library Aide." No phone calls, please.