



SUBSTITUTE WORKSHOP ASSISTANT
WORKSHOP DEPARTMENT

Part Time – Minimum 8 hours per month

We have an opening for The Workshop, the library's makerspace and digital media studios. As a Substitute Workshop Assistant, the ideal candidate is service-oriented, personable, a strong team player, and committed to continuous learning. Primary responsibilities include providing excellent customer service and technology assistance at The Workshop Desk and assisting with a variety of makerspace classes and programs. We are an Equal Opportunity Employer and strive to reflect our diverse community through our dedication to equity, diversity, and inclusion. For a complete job description, go to www.palatinelibrary.org

Qualifications include:

- Experience with or ability to learn makerspace equipment and related software.
- Ability to instruct and guide users of all skill levels in one-on-one settings.
- Ability to exercise initiative and to make appropriate independent decisions
- Customer service experience or related experience in a library or comparable business or organization.
- High school diploma or equivalent. Some college preferred.
- Experience with or ability to learn integrated library systems (Polaris preferred)

The ideal candidate will be adaptable, information seeking, communicative, and share our vision of inspiring connection, curiosity, and joy. Candidate will enjoy assisting others and working in a team environment. Fluency in written and spoken Spanish or other language commonly spoken in the district preferred, but not required.

Physical requirements include prolonged sitting and repetitive keyboard use. In addition to; speaking, hearing and vision ability sufficient to adequately perform the job, ability to push/pull up to 100 pounds and lift and carry up to 25 pounds occasionally.

Schedule:

Hours: This is a substitute position. While no hours are guaranteed, we anticipate a minimum of 8 hours/month, depending on the needs of the department. Shifts may include days, evenings, and weekends.

Salary Range: \$19.02 per hour

Employment applications are available at www.palatinelibrary.org, at the Welcome Desk at the Main Library, or at any of the branch locations. Please indicate the position you are applying for on the application. Submit completed application to the Human Resources Department or employment@palatinelibrary.org.