



Position Announcement

Adult Library Services Ambassador

2 open positions

(Part-Time, 16 hour per week and Part-Time 12 hours per week)

(work schedule—combination of days, nights, and weekends)

Are you looking to work at a service-focused library dedicated to connecting the community to knowledge, ideas, and information in meaningful and impactful ways?

Do you enjoy promoting an organization's services, resources, and programs?

Do you enjoy creating an optimal service experience for patrons?

If so, consider coming to work with us as one of our Adult Library Services Ambassadors. For each part-time position the work schedule will be a combination of days, nights, and weekends).

The pay range for this position is \$19.50/hour-\$20/hour depending on qualifications.

The Adult Library Services Ambassador is a warm and welcoming presence at the adult service desks providing reference, readers advisory, and technology assistance to patrons. This person actively promotes appropriate library services, resources, and programs as they assist patrons on their service journey, creating the optimal library experience for all those that visit.

Education/Experience/Qualifications

- Bachelor's Degree or LTA Certificate or equivalent combination of education and relevant work experience
- Familiarity with literature desired
- Available to work days, evenings and weekends

Knowledge, Skills, and Abilities

- Excellent interpersonal skills and ability to maintain and foster cooperative, courteous working relationships with a multicultural/multigenerational staff and patron population
- Knowledge of products, services, and current trends and issues in library practices
- Knowledge of and interest in media, fiction, and nonfiction materials for adults
- Successfully handles multiple tasks and projects simultaneously

- Can listen, analyze, problem solve, and exercise good judgment when handling both routine and non-routine issues
- Works independently and prioritizes tasks to meet deadlines
- Adaptable to changes in existing practices, library routines, and workflows
- Can operate a personal computer; has knowledge of ILS software, email, Windows, Excel, and basic word processing functions
- Ability to learn, assist others, and perform basic troubleshooting on a variety of library technologies
- Ability to sit, walk, stand, bend, and stoop on an occasional basis.
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and ability to reach overhead.
- Ability to lift up to 25 lbs. on an occasional basis.

To apply, please submit your resume, cover letter to hr@glenviewpl.org.

Please reference position code ADLSB2023

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