JOB OPENING

Library Page
Part Time

Do you like to keep things organized? Do you like to know where everything is? Then being a Membership Services Page at the Highland Park Public Library might be just the job for you! No day is exactly the same – different materials, different people – but the skill set remains the same. Join the library's team – contribute ideas for future projects, work closely with people who love connecting people with the world of ideas.

Duties: Shelve, sort and shift library materials (print and non-print) onto shelves or display units, and shelf-read materials – arranging books and other materials in correct order on the shelves. Shift materials so that materials remain accessible, attractive and orderly. Empty book bins or other returned materials receptacles and desensitize specified materials.

Requires: Ability to sort materials alphabetically and in a Dewey Decimal sequence, familiarity with computer operations, ability to stand, bend, kneel, and lift and carry up to 25 pounds. Move carts of materials up to 40 pounds. Requires visual discrimination and the ability to read spine labels, the ability to follow oral and written instructions, and the ability to interact and communicate with people of all ages. Must be available for open shifts.

Schedule: 12 Hours Per Week, Afternoon and Weekend shifts

Starting Salary: $13.00 per hour, depending upon qualifications.

Apply by submitting an application (available online at http://www.hplibrary.org/jobs) to:

William Pleas
Page & Volunteer Coordinator
Highland Park Public Library
494 Laurel Avenue
Highland Park, IL 60035 (847/432-0216)
wpleas@hplibrary.org

About the Library
The Highland Park Public Library team recruits creative, enthusiastic, and caring individuals whose work will build relationships and enrich lives. We work to create and support an environment of equity, diversity, and inclusion for the benefit of our employees, our collections, our programs and services, and our community. Our most valuable resource is our team. Join us!

HIGHLAND PARK
PUBLIC LIBRARY
Information & Imagination