JOB OPENING

Membership Services Assistant
Part Time – 20 Hours

The Highland Park Public Library is seeking a detail-oriented individual with strong organizational skills, that can collaborate well with others, and is dedicated to providing excellent customer service.

Duties: Demonstrate and instruct patrons in the use of circulation hardware and software; maintain accurate and confidential accounts using ILS software; collect payments and enforce circulation policies; sort, organize and check-in materials; provide pleasant and knowledgeable telephone reception; participate in outreach events.

Requires: High school diploma or equivalent; problem solving and customer service skills; organizational skills and an attention to detail; ability to operate computers and general office equipment; ability to communicate with people of all ages; and moderate lifting, pushing, carrying, walking, standing. Spanish language skills a plus.

Schedule: This is a 20 hour per week (average), year-round position that works on a rotating schedule as follows:

Weeks 1 & 3
Mon 1-6pm, Tue 5-9pm, Thu 1-6pm, Fri 1-6pm

Weeks 2 & 4
Mon 1-6pm, Tue 5-9pm, Thu 1-6pm, Sat 1-5pm, Sun 1-5pm

Starting Salary: $15.60 per hour, depending upon qualifications.

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

Daniel Quinlan
Highland Park Public Library
494 Laurel Avenue
Highland Park, IL 60035 (847-432-0216)
dquinlan@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!