

JOB OPENING

Youth Services Associate, Part-Time

If you are interested in utilizing your skills within a team that is passionate about early literacy programming, creativity and fun, the Part-Time Youth Services Associate position at Highland Park Library may be a good fit for you. This position offers a unique opportunity to join our dynamic staff in their ongoing goal of serving patrons and the community in an inclusive, friendly, and innovative atmosphere. Instilling a love for reading at a young age is what drives our team. Join us!

- Duties:**
- Information and Readers' Services at a busy public desk
 - Some collection maintenance, book displays & bibliographies, assist with weeding and ILL functions
 - Programming assistance as needed
 - May have person-in-charge (PIC) on call duties
 - Other duties as assigned

- Requires:**
- Bachelor's degree; Master's degree in Library & Information Science in progress preferred
 - Minimum 1 year professional experience working with children
 - Knowledge of child development and children's literature
 - Knowledge of Microsoft Office Suite and web technologies
 - Library experience desirable

Schedule: Part-time (12-16 hours/week) Thursday – Friday, alternating Saturday/Sunday

Salary: \$20.00/hour

Apply to: Submit resumé with three work references to:

Marcia Beach
Youth Services Manager
Highland Park Public Library
494 Laurel Avenue
Highland Park, Illinois 60035
847-432-0216 (email: mbeach@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!