



Position Announcement

Youth Community Engagement Assistant Librarian

(Part-Time, 25 hours/week)

Join Glenview Public Library's Youth Services Community Engagement team!

Engage with children ranging in age from infants-high school and their caregivers. Our team provides engaging programming for all ages ranging from storytimes to STEAM programs to Dungeons and Dragons gaming events. If you like to work with young people and embrace creativity, this is the job for you.

This is a part-time (25 hours/week) position.

The required work schedule is as follows:

Mondays 1:00pm-6:00pm, Wednesdays 4:00pm-9:00pm, Thursdays 1:00pm-6:00pm, Fridays 10:00am-6:00pm, and one weekend per month (Saturday 9:00am-5:00pm and Sunday 1:00pm-5:00pm).

Under the supervision of the Youth Community Engagement Team Leader, the Youth Community Engagement Assistant Librarian provides a warm and welcoming environment and actively promotes library resources, programs and services to children and their families. The Youth Community Engagement Assistant Librarian facilitates youth programs, activities and partnerships that engage with the community.

The pay range for this position is \$19.88/hour to \$21.00/hour depending on qualifications.

Education/Experience/Qualifications

- Bachelor's Degree or LTA Certificate or equivalent combination of education and relevant experience working with children and families in a library or educationally comparable environment
- Familiarity with youth literature desired
- Available to work evenings and 1 weekend per month
- Experience working with children required

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 relevant to youth
- Knowledge of and interest in media, fiction, and nonfiction materials for youth
- 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

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

Please reference position code YSCEAL24

Decisions and criteria governing the employment relationship with all employees at the Glenview Public Library are made in a non-discriminatory manner, without regard to race, color, religion, actual or perceived sex, gender, national origin, citizenship status, ancestry, sexual orientation or sexual preference, gender identity, age, marital status, pregnancy status, physical or mental disability (unrelated to an individual's ability to perform the essential functions of the job either with or without a reasonable accommodation), association with a person with a disability, unfavorable discharge from military service or military status, genetic information, or any other category protected by state, federal or local law.