



**Library Associate – Children’s Department**

**Hours:** 9-14 hours per week.  
Required Hours: Friday, 3-6 pm, every 4<sup>th</sup> Saturday from 9-5, Sundays from 1-5. Additional weekday hours may be assigned upon hire.

**Salary:** \$18.87/hourly

Can you translate toddler and find (yet another) train book for an excited preschooler? Are you ready to debate Greg vs. Nate with a graphic fiction loving kid? Can you work in cozy quarters in a collaborative team environment? We are looking for an exceptionally friendly, approachable, forward-thinking person to join the Children’s Department at the Glencoe Public Library. The position is responsible for providing reading recommendations and serving the informational needs of children and families on a busy public service desk in the Children’s Department, as well as creating hands-on programming and experiences to engage daily visitors.

Reports to the Head of Children’s Services, and works closely with all of the Children’s Department staff. The Glencoe Public Library Children’s department serves children from birth through 6<sup>th</sup> grade, their families and caregivers.

**Minimum Qualifications:**

- Bachelor’s Degree in a related field
- Previous work with children required; experience leading instruction or recreation for youth desired
- Familiarity with children’s literature, both classic and contemporary
- Excellent customer service and interpersonal skills
- Strong writing and organizational skills
- Competent and comfortable working with technology related to library resources, including software, mobile devices, tablets, and computers

**Responsibilities include, but are not limited to:**

- Provides reference and reader’s advisory services utilizing electronic and print resources and makes referrals to appropriate staff as necessary.
- Plans and conducts activities, classes, and/or events for children ages 0-12 and their families
- Under direction of the Head of Children’s Services, may select and maintain a designated area of the library collection.

- Provides instruction and assistance to patrons using library equipment and resources
- Performs duties necessary for day-to-day library operations

**Basic Requirements for All Library Employees:**

- Commitment to provide excellent service to all library patrons
- Commitment to create and maintain positive working relationships with staff
- Ability to exercise good judgment at all times
- Ability to work independently and accurately with details
- Ability to communicate effectively and clearly in the English language
- Working knowledge and adherence to library policies and procedures
- Working knowledge of personal computer, mouse, keyboard, telephone, fax, printers, scanners, and copiers

Submit cover letter, resume, and contact information for 3 professional references via email to Ann Finstad, Head of Children's Services at [afinstad@glencoelibrary.org](mailto:afinstad@glencoelibrary.org)

**Deadline: Monday, February 18, 2019**