

# JOB OPENING

## Library Associate, Youth Services Part-Time

The Youth Services Department is seeking a team-oriented individual to staff our busy information desk and assist librarians with patron inquiries, program preparation, and collection maintenance.

**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:** BA or BS degree; MLS 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 (20 hours per week) including alternating Friday/Saturdays, occasional Sundays and 1 evening/week.

**Starting Salary:** \$17/hour

**Apply to:** Send job application (available online at <http://hplibrary.org/jobs>) and 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](mailto: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!*