

JOB OPENING

Membership Services Assistant I Part Time

The Highland Park Public Library is looking for someone who believes that visiting the Library is the best idea anyone has had all day! The ideal candidate will value human contact, will relish mastering changes in logistics and technology, and will graciously coach and share what they have learned. The ideal candidate will exude a welcoming, can-do spirit.

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.
- Ability to operate computers and general office equipment.
- Ability to communicate with people of all ages.
- Appropriate interpersonal skills and organizational skills for the work environment.

Schedule: This is a 15 hour per week, year-round position and includes afternoon and weekend hours.

Starting Salary: \$15.00 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!

