

Dunlap Public Library District
302 S. First St.
Dunlap, IL

Youth Services Library Assistant

JOB TITLE: YS Library Assistant

REPORTS TO: Library Director and Youth Services Librarian

POSITION SUMMARY: This non-exempt, part-time, temporary position is responsible for working with the YS Librarian to plan and implement programs for the library's Summer Reading Program.

The YS librarian will share many duties with this person during the Summer Reading Program, so they must be able to be a self-starter and independent worker.

Responsibilities and Duties:

- Supports, promotes, implements, and makes decisions based on established Library policies, guidelines, and programs
- Provides friendly, courteous and accurate service to all users
- Provides attention, assistance, and programming to children of all ages – infants to teenagers
- Assists customers in locating materials not available in the building
- Assists with technology-related questions
- Performs a wide variety of related routine library tasks
- Complies with all library and personnel rules and regulations
- Assist in decorating the children's area of the library
- Must be able to lead programs and guide and assist children in crafts and games
- Must be able to lead and instruct volunteers
- Assist in tracking numbers of participants for programs, and must develop an understanding of the program details in order to answer patron questions.

Required Skills:

- Models excellent customer service attitude and delivery
- Demonstrates proven computer literacy with adequate keyboarding skills
- Demonstrates proven comfort with a variety of technologies
- Uses effective verbal, written, and discreet communication with co-workers and the public
- Flexibility to handle multiple tasks and assist users simultaneously
- Ability to pay attention to details
- Ability to work effectively on a team
- Ability to work independently and carry out written and oral instruction
- Ability to alphabetize
- Exhibits knowledge of the Dewey Decimal System and other library-related catalogs
- Ability to stand for extended periods of time
- Ability to reach, bend, stoop, lift up to 20 pounds, and push up to 40 pounds on a wheeled cart, and access all library areas and materials.
- Must be very creative, have an understanding and background with children, and strong organizational and planning skills.

Required Qualifications: The ability to read, understand, write legibly and speak articulately in English. Availability in the day, evening, and weekend hours. Access to transportation.

Preferred Qualifications: Someone who is studying early childhood education would be an ideal candidate.

Salary:

The Youth Services Assistant is an hourly position with a pay range of \$14-\$16 per hour. Work week is negotiable, but 30 hours per week are expected.

Dates of employment are negotiable, with starting date approx. 13 May and ending date approx. 9 August.

Interested and qualified applicants should submit a current resume, cover letter, and three references to the Dunlap Public Library District. In the cover letter, list your three favorite children's/Young Adult books. Please submit the materials electronically to: Youth Services Librarian, AEdgar@dunlaplibrary.org. Applications will be reviewed as they are received, but those submitted before 10 April 2024 will be given priority attention.