

Dunlap Public Library District
302 S. First St., Dunlap, IL
309-243-5716

High School Page:

The Dunlap Public Library District is seeking an energetic, creative, service-driven High School Student to serve as our Library Page. Pages will ensure that library patrons receive excellent customer service by assisting with collection organization, customer transactions, and cleanliness.

About the library: The Dunlap Public Library District serves a diverse rural and suburban population in the north Peoria, IL region. The library, whether in person or virtual, serves hundreds of patrons and sees thousands of circulations each month.

Supervisor: Library Director, Head of Circulation; takes direction from Circulation Clerks

Schedule: Part time: multiple afternoon and weeknight shifts per week, alternating Saturdays, and some flexibility in the summer months

Qualifications, Education, Experience, and Skills Required:

- Currently enrolled in High School.
- The ability to read, understand, write legibly, and speak articulately in English.
- Availability in the afternoon, evening, and weekend.
- Access to reliable transportation.
- 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.

Primary Duties:

- Shelves library materials in proper order
- Does shelf reading to assure materials are in proper order
- Locates requested items
- Assists in other program activities as needed
- Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to public
- Participates in the Teen Advisory Board (TAB) group, and attends meetings
- Projects a positive and pleasant attitude to the public and cooperates and maintains an effective relationship with other staff members as part of a team
- Adheres to library policies and procedures
- Performs any other tasks as requested

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

To apply: Submit a library application, cover letter, and resume, including three references, to: Laura Keyes, Director, via email at Director@DunlapLibrary.org. Applications accepted until April 24, 2024, or until position is filled.