



Fox Lake District Library
255 E. Grand Avenue
Fox Lake, Illinois 60020
www.fllib.org

Position: Part-time Children's Library Associate

Position Overview: Under the administration of the Head of Children's Services participates in the general operation and support of Youth Services. Provide direct services to children and caregivers by performing reference, readers' advisory service, programming, and collection development. Contribute to creating a friendly and positive library experience.

Duties & Responsibilities:

- Perform readers advisory services and reference services
- Plan, present and evaluate children's library programs (i.e. Storytime)
- Assist with school visits, library tours and the literacy programs
- Aiding and creating library displays, bulletin board design and some publicity
- Working knowledge of databases, current technology and social media
- Assist and instruct children and caregivers on computer use
- Assist with ordering books for parts of the picture books or nonfiction collection
- Collaborates with colleagues within and across departments
- May serve as a member of cross-departmental team as assigned
- Accomplish additional projects or clerical tasks as needed
- Represent the library at local schools and community events

Requirements:

- Ability to communicate effectively with public and staff
- Ability to take direction and assignments from supervisor
- Willingness to ask questions and seek clarification if unsure of task
- Willing to accept feedback

- Positive attitude with people from all backgrounds and abilities
- Knowledge of general library operations
- Maintains current knowledge of library trends, materials, practices, techniques and technology
- Computer literacy along with knowledge of office equipment
- Exercise resourcefulness to achieve departmental goals

Physical Requirements: The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this job.

- Ability to push book carts weighing up to 100 pounds occasionally
- May require standing for prolonged periods of time
- Ability to move and/or lift materials up to 30 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit

Qualifications:

- Education required: LTA certificate or Associates in Applied Science Certificate or Bachelors of Arts or Science degree from the following areas Early Childhood or Elementary Education, Children's Learning & Development, Child & Family Development, Special Early Childhood Education, Special Education or Art Education. *May be currently enrolled in specified areas to be considered.*
- Experience working with children required
- 2 years library experience required
- Must be available to work an arrangement of days, nights & weekends

Hours and Wage:

- 19.5 - 23.0 hours per week
- \$14.57 per hour

The Library is an Equal opportunity employer. It provides equal employment opportunities regardless of race, color, national origin, citizenship status, age, religion, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law.