



Fox Lake District Library  
255 E. Grand Avenue  
Fox Lake, Illinois 60020  
[www.fllib.org](http://www.fllib.org)

**Position:** Part -Time Library Associate

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

**Duties & Responsibilities:**

- Performs readers advisory services and reference services
- Plan and present library programs
- Assists with outreach visits, library tours, and school visits
- Aids in the creation of library displays, bulletin board design and some publicity
- Instruct patrons on the use of computers, databases, other technology and social media
- Collaborates with colleagues within and across departments
- Assists Librarian in the selection of library materials
- Prepare craft projects and other kits for patrons to take and make
- Accomplish additional projects or clerical tasks as needed

**Requirements:**

- Ability to communicate effectively with public and staff in a positive manner
- Ability to take direction and assignments from supervisors
- 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
- Competency to navigate through a wide variety of social media platforms
- Exercise resourcefulness to achieve library 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:**

- LTA certificate or applicable Associate's degree required
- Experience working with children preferred
- 2 years public library experience preferred
- Experience in arts and craft a plus
- Must be available to work an arrangement of days, nights & weekends

**Hours and Wage:**

- 15.5 - 20 hours a week
- \$15.00 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.