

**Youth and Teen Services Library Associate
Messenger Public Library of North Aurora**

Hours: 20 hours/week (non-exempt) including 2 evenings and weekend rotation

Salary: \$17.00-20.00/hour DOQ

Benefits: IMRF (IL Municipal Retirement Fund), paid time off, and optional deferred 457b compensation plan

To apply: Submit cover letter, resume, and contact information for three professional references to Michelle Kurczak, Head of Youth and Teen Services mkurczak@messengerpl.org.

Job Description:

Do you want to join a fun and collaborative team to make good things happen for people? Are you enthusiastic, service-oriented, and looking to share books, stories, arts, and technology with kids and families?

If so, join the Messenger team to encourage literacy and a love of learning in the North Aurora community! When children, teens, and caregivers visit Youth & Teen Services, we provide a welcoming environment and excellent customer service to help them find books, register for programs, and participate in activities and reading challenges.

This opportunity is great for both experienced library workers and those who want to learn to deliver public library youth services. We encourage those with prior experience using online apps (Microsoft Office/365, Beanstack reading program software, library catalog, library calendar) and/or quick learners to apply.

This position is part-time with an average work week of 20 hours. The hours generally include 2 evening shifts per week and every other weekend rotation.

Some of the main job duties:

- Staff the public service desk to welcome children, teens and caregivers
- Provide book suggestions along with research and technology assistance
- Assist with administrative tasks and department projects, including compiling reports and statistics
- Assist with programming, outreach to schools and daycares, and book displays

We're looking for:

- Bachelor's Degree, LTA, or minimum 2 years of experience with children or in libraries and customer service
- Excellent customer service, interpersonal, and organizational skills
- Flexible, reliable, and detail-oriented with good computer skills
- Comfort working with people from diverse backgrounds and of diverse abilities
- Commitment to bringing the principles of equity, diversity, inclusion, and accessibility to your everyday work
- Prior experience working with children and caregivers

We'd like:

- Spanish-language skills
- Knowledge of children's and teen literature

See full job description at messengerpl.org/employment. The Messenger Public Library of North Aurora Illinois (www.messengerpl.org) is an EEO employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender, age, disability, or national origin.