Park Ridge Public Library

Library Assistant
Teen Services
Part-Time, 24 hrs/wk

Seeking a part-time Teen Services Library Assistant who is enthusiastic about working and connecting with teens, customer service oriented, and eager to learn.

DUTIES include staffing the Teen Loft and Children's service desks, providing reference and readers' advisory, creating displays and booklists, and supporting patrons with online resources and technology. Other duties may include assisting with planning and implementation of programs, conducting outreach visits to local schools, and helping with collection development tasks.

REQUIRES Bachelor's degree, experience working with teens, strong customer service skills, and ability to work effectively and pleasantly with people of all ages. Knowledge of teen literature and pop culture a plus.

HOURS: 24 hours per week. Nights and weekends required.

SALARY: $18.70/hour plus Paid Time Off (PTO), paid holidays, and IMRF retirement benefits.

Position open until filled.

*Completed *City of Park Ridge Job Application* is required for consideration. Submit to: Ms. Parry Rigney, Children's Services Department, Park Ridge Public Library, 20 S. Prospect Avenue, Park Ridge, IL 60068. Phone (847) 825-4527, Fax (847) 825-0001, Email prigney@prpl.org

Job description & application are available from the Library Business Office and online at www.parkridgelibrary.org under "Get Involved/Employment".

E.O.E.