



Park Ridge Public Library

Children's Services Library Assistant Part-Time, 24 hours/week

Seeking a part-time Children's Services Library Assistant who is enthusiastic about working with children and teens in a Library setting, customer service oriented, energetic, and eager to learn. Our busy department serves children and teens, ages birth through grade 12.

DUTIES include staffing the Children's Services and Teen Loft service desks, providing reference and readers' advisory, assisting with planning and implementation of programs, 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 children, strong customer service skills, and ability to work effectively and pleasantly with people of all ages. Experience working with teens a plus. Knowledge of literature and popular culture for kids and teens a plus.

HOURS: Part-time position. 24 hours per week. Nights and weekends required.

SALARY: \$18.70/hour

Applications accepted until position is filled.

*Completed *City of Park Ridge Job Application* is required for consideration. Submit along with cover letter and resume 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 and *City of Park Ridge Job Application* are available from the Children's Services or Reference Services desks, the Library Business Office or online at www.parkridgelibrary.org under "Get Involved/ Employment". E.O.E.