



Youth Services Department
Teen Services Librarian – 37.5 hours/week

The Youth Services Department at the Park Ridge Public Library seeks an enthusiastic, service-oriented librarian with a strong knowledge of young adult literature and a genuine interest in working with teens. The Teen Services Librarian provides excellent library service to teens and their families through collection management, programming, outreach, and customer service, while fostering a welcoming and respectful environment for library patrons.

Essential Job Duties and Responsibilities

- Provides high-quality customer service to teens, families, and patrons of all ages through positive and professional interactions, including reference and readers' advisory assistance.
- Plans, implements, and evaluates engaging and developmentally appropriate programs for tweens and teens.
- Selects, maintains, and organizes assigned young adult collections using budgeted funds responsibly, while reflecting community interests, current trends, and space considerations.
- Works directly with teens and addresses patron behavior calmly, respectfully, and consistently in accordance with Library policies.
- Maintains awareness of current trends, best practices, and professional standards in teen and youth library services.
- Supports and coordinates departmental and Library-wide projects, services, and initiatives as assigned.
- Participates in and supports community outreach efforts to promote Library services, resources, and teen engagement.
- Performs other duties as assigned or as necessary to accomplish departmental and Library objectives.

Qualifications

- Master's degree in library science from an ALA accredited program
- Demonstrated knowledge of young adult literature, media, trends, and resources
- Demonstrated interest in and ability to work effectively with middle and high school-aged teens
- Strong oral and written communication skills

- Ability to plan, organize, and manage multiple priorities effectively
- Comfort working with current and emerging technologies
- Ability to respond to emergency or challenging situations in a calm, professional manner

Physical Requirements

- Ability to stand, walk, bend, reach, push book carts, and handle library materials. May lift up to 25 pounds and occasionally sit on the floor during youth programs. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Hours

Monday, 9:30 a.m. – 6 p.m.

Tuesday, 12:30 p.m. – 9 p.m.

Wednesday, 9:30 a.m. – 6 p.m.

Thursday, 9:30 a.m. – 6 p.m.

Friday, 9:30 a.m. – 6 p.m.

Plus one Saturday and one Sunday per month.

Salary & Benefits

- \$27 - \$28.50 per hour
- Paid Time Off (PTO), holidays, health, dental and vision insurance, and IMRF retirement benefits.

How to Apply

First review of applications begins May 25, 2026. *Position open until filled.*

Required for consideration:

- Current resume
- Cover letter
- [City of Park Ridge Application](#)

Submit all required materials to Staci Greenwald, Youth Services Manager at sgreenwald@parkridgelibrary.org

The Park Ridge Public Library is an Equal Opportunity Employer and will make reasonable accommodations to disabled persons in performing their job responsibilities.