

**Children's Services Assistant**

18-19 hours per week

Rate: Starting at \$14.83 per hour DOQ

The La Grange Park Public Library District is seeking an enthusiastic, creative and reliable assistant for our busy Children's Services Department. The right candidate will love working with a diverse community of children ages birth through 6th grade and their caregivers in a collaborative environment, have a strong knowledge of STEAM subjects and possess extraordinary customer service skills. Evening and weekend work required.

Duties:

- Works the public service desk, performing reference and reader's advisory services to children and their caregivers
- Plans, implements, and evaluates educational and recreational programs for children
- Assists patrons with technology and other library equipment and resources
- Performs outreach to local schools and community organizations
- Assists with collection management and other projects as assigned

Performance Expectations:

- Basic knowledge of child development and children's literature
- A friendly and approachable manner with the ability to exercise tact and diplomacy
- Willingness to learn new skills and procedures; easily adaptable to change
- A team player with exceptional organizational skills and sharp attention to detail
- Knowledge of common computer applications

Qualifications:

- Two years of college with coursework in childhood development OR bachelor's degree
- Minimum of 2 years of experience working with children; library experience preferred
- Employment is contingent upon a background check
- Students pursuing an MLS degree strongly encouraged to apply

Please send cover letter and resume to Rose Hopkins-LaRocco, Children's Services Director at hr@lplibrary.org.