

POSITION TITLE: Children's Services Assistant

Join the 2021 IMLS-award winning Highwood Public Library and Community Center, a small but mighty library serving a diverse community. The Highwood Public Library and Community Center is an innovative anchor that enriches, empowers, educates, and embraces the community it serves. Our vision is to uplift, inform and grow the community through the library's collections, programming and engagement strategies. This exciting opportunity will help further our outcome-based strategy to provide welcoming, supportive, relevant and engaging services for children and families! The ideal candidate will cultivate a love of reading in our youngest patrons.

Part-time, 18 hours/week, non-exempt

Hours: Flexible, including evenings and Saturdays

Salary: \$17.00-\$18.50 depending on qualifications

Bilingual (Spanish) strongly preferred

Responsibilities include:

- Collaborate to develop and provide programs that engage children's love of reading and promote childhood literacy in creative and innovative ways.
- Provide reference, tech and readers advisory services for children and their caregivers.
- Assist users to access their online library account, use the library catalog, and access resources such as Hoopla and Axis 360.
- Plan, prepare and present weekly story times for children.
- Assist in collection development, selecting books and materials that are relevant to the community served.
- Assist with cultivation and stewardship of relationships with schools, organizations and networks that expand the library's outreach to the community. Help to bridge gaps in access to resources and opportunities.
- Collaborate with staff members to integrate children's services with YA and adult programming.
- Create displays each month to invite children and their families to check out new books.
- Work with marketing department to promote programming.
- Other duties as assigned.

Personal qualities and qualifications include:

- A professional, friendly, helpful, positive attitude.
- Ability to work well with children, teens and adults and collaborate with staff members.
- Dependability, punctuality, honesty, and trustworthiness.
- Willingness to accept change gracefully.
- A willingness to help out in special situations and cooperate as a team member to achieve efficient library operations.
- Typical office skills such as working with Microsoft Office products, answering phones.
- High school diploma and two years of library experience working with children.
- Bilingual (Spanish) strongly preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee

to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The library work environment is usually busy and demanding. Children’s programs are often noisy and crowded.

This position reports to the Associate Director.

To apply, please send resume and cover letter to Laura Ramirez at Lramirez@highwoodlibrary.org.