

**Berwyn Public Library
Staff Vacancy**

Position: **Library Assistant – Youth Services**

Salary: \$14.00

Schedule: 40 hours/week

Application deadline: Until Filled

The Berwyn Public Library is seeking an enthusiastic, detail-oriented individual with a strong commitment to children to work in the Youth Services department. The ideal candidate will enjoy working with the children, demonstrate excellent communication and customer service skills, work well in a team environment, and have knowledge of library resources. We offer excellent benefits!

DUTIES INCLUDE:

- Helps to plan, implement and promote youth programs
- Helps create book lists, flyers, other promotional materials, and social media content
- Provides assistance to library patrons with book selection and reference questions.
- Helps assess collections and recommends materials to enhance youth library holdings
- Provides patron assistance for technology including, but not limited to, computers, printers, scanners and copiers.
- Provides outreach to selected audiences

REQUIREMENTS:

- High School diploma or GED.
- Two years of experience working with youth audiences, preferably in an educational or library environment.
- One year of basic computer skills in a Windows based environment.
- Ability to communicate effectively both verbally and in writing and to adapt communication style to a diverse audience.
- Ability to work in a team environment and resolve problems in a positive and professional manner.
- Ability to read computer screens, type accurately, lift 30 lbs., and move about staff and public areas.
- Ability to adjust work schedule to meet various demands of meetings, staffing and facility management including the flexibility to be able to work days, evenings, weekends, and holidays.
- Must have full fine motor functions (bend, stoop, twist, push, pull, and good hand dexterity).
- Must have a valid driver's license.

APPLICATIONS are available online at <http://www.berwyn-il.gov> or at <http://www.berwynlibrary.org/work-bpl>

CONTACT:

Submit City of Berwyn application, cover letter and resume to:

Debra Burke dburke@berwynlibrary.org

Berwyn Public Library, 2701 S. Harlem Avenue, Berwyn, IL 60402-2140

The City of Berwyn is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, place of residence, or disability.