



## BERWYN PUBLIC LIBRARY

### Berwyn Public Library Staff Vacancy

Position: **Library Assistant– Youth Services Part Time**  
Salary: \$17.25 plus some benefits  
Schedule: 20 hours/week including evenings and weekends  
Application deadline: **Open 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, and work well in a team environment. Duties include:

- Providing assistance to library patrons with book selection and reference questions
- Planning children’s programming including storytimes
- Creating book displays and bibliographies
- Assisting with collection management by assisting with inventories and discarding

#### **EDUCATION:**

Requires knowledge, skill, and mental development equivalent to the completion of four years of high school. A high school diploma is preferred.

#### **QUALIFICATIONS:**

- Bi-lingual preferred.
- Must possess a valid driver’s license
- Requires elementary knowledge of library functions and procedures.
- Computer experience desired.
- Ability to read computer screens, type accurately and move about staff and public areas.
- Ability to push, pull and move loaded book carts
- Ability to lift minimum of 20 pounds

**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](mailto:dburke@berwynlibrary.org)  
Berwyn Public Library, 2701 S. Harlem Avenue, Berwyn, IL 60402-2140

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