

# BATAVIA PUBLIC LIBRARY JOB POSTING

## Youth Services Assistant – Part Time

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### **PURPOSE:**

Do you enjoy helping people and working with children? The Batavia Public Library District, Youth Services team, is looking for an enthusiastic, creative, friendly, public service-oriented individual who enjoys working with children.

### **JOB DESCRIPTION:**

Library Assistants use Library technologies and traditional Library resources to assist patrons of all ages; prepare and present programs for children; and handle other duties as assigned.

### **ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

*This is not an all-inclusive list. Other duties may be required and assigned.*

- Assist patrons at the Youth Services desk
- Offer basic reference and readers advisory services
- Plan and conduct programs for children
- Suggest materials for the youth services collection
- Assist with special projects including but not limited to preparing posters, bookmarks, flannelboards, and display case management.
- Write department content for web pages and newsletters.

### **SCHEDULE:**

Schedule will be determined at time of hire. Average of 20 hours per week which includes day, night and weekend hours. Shifts range from 4 to 7.5 hours long. Scheduling flexibility is desired.

### **QUALIFICATIONS FOR POSITION:**

- **REQUIRED:** Bachelor's degree or experience working with youth both in group setting and individually, as demonstrated in employment history or completion of library courses including material/services for youth. Strong people skills, a team player who works well with others, excellent technology, customer service, and communication skills also required, as well as a broad reading knowledge of current children's literature and dedication to service.
- **PREFERRED:** Experience working with children in a library or school setting. Spanish bilingual a plus.
- **DESIRED:** A flexible, fun-loving, well-organized, tactful, resourceful, and good-humored person.

### **SALARY:**

Starting salary is from \$19.5518/hour. This position includes IMRF retirement; optional 457 plan, and paid time off (vacation).

### **HOW TO APPLY:**

Send your completed application/resume

- via email to [jobs@bataviapubliclibrary.org](mailto:jobs@bataviapubliclibrary.org)
- mail to **10 S. Batavia Ave, Batavia, IL 60510 Attention: Human Resources**
- or drop-off in person

Applications received by February 17 will receive first consideration, but applications will continue to be accepted until the position is filled.