

Mt. Zion District Library – Youth Services Library Assistant

The Mt. Zion District Library is seeking a creative, tech-savvy, service-oriented staff member for our Youth Services Library Assistant. This position is full-time with 40 hours per week and a benefits package that includes medical, dental, and vision benefits, paid vacation, sick time, and holidays, and IMRF (Illinois Municipal Retirement Fund). Some evening and weekend hours required. Compensation is \$14+ per hour depending on qualifications. Anticipated start date is May 3, 2021.

Duties & Responsibilities include, but not limited to:

I. Management

- Reports directly to Library Director and coordinates with the Youth Coordinator/Children's Librarian
- Designs, implements, and evaluates all programming for patrons ages 0-18 in collaboration with Children's Librarian
- Designs and implements programs for teens
- Coordinates early literacy programs such as 1,000 Books Before Kindergarten in coordination with Children's Librarian
- Coordinates with Children's Librarian to create and implement Library programs
- Participates in collection development of Juvenile and YA collections
- Plans and develops annual Summer Reading Program for patrons of all ages in coordination with Children's Librarian

II. Community Outreach

- Assists Children's Librarian with school visits in collaboration with the Mt. Zion School librarians
- Coordinates with Library Director and Children's Librarian for participating in community outreach engagements such as the Annual Business Expo
- Maintains schedule flexibility to attend events if they occur outside the normal work schedule

III. Digital and Social

- Assists Children's Librarian in maintaining Library website and social media accounts
- Creates content for social media including the Library's YouTube account in collaboration with Children's Librarian
- Assists patrons with technology including helping them with computer needs, using the copy machine, and downloading and using our many online database apps

IV. Other

- Assists at circulation desk as needed
- Provides basic Reference and Reader's Advisory service to patrons of all ages
- Attends conferences, webinars, and meetings for continuing education when resources are available

- Performs other duties as assigned

Job Requirements

- Bachelor's Degree from an accredited college or university
- Strong commitment to public service
- Excellent knowledge of professional library principles, materials, and practices
- Excellent knowledge of reader interest levels, books and authors, periodicals, and library guides
- Excellent English communication, oral, and written skills as well as public presentation skills
- Strong skills with Microsoft Office, internet searching, and Library databases
- Youth programming experience
- Ability to learn and use Polaris, OCLC, and SHARE programs used to request and check out materials
- Ability to establish and maintain effective working relationships with library patrons, staff members, and other professionals in the community
- Ability to lift at least 25lbs and push fully loaded carts of library materials as well as being able to climb steps and ladders and bend and reach for items
- Good vision and hearing
- Manual dexterity to operate computer and library equipment
- Valid Illinois driver's license and reliable transportation
- Public library experience a plus

The Mt. Zion District Library is an equal opportunity employer and welcomes all qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. We are committed to achieving an inclusive and diverse workforce.

To apply:

To apply, please submit a cover letter and resume with three professional references to Maria Dent at director@mtzion.lib.il.us or directly to the Library at 115 W. Main St. in Mt. Zion, IL 62549, Attn: Maria Dent. The deadline for application March 6, 2021.

Qualified candidates must be able to successfully complete a job-related background investigation.

Contact Information:

Mt. Zion District Library
Maria Dent, Library Director
115 W. Main St. Mt. Zion, IL
Email: director@mtzion.lib.il.us
Phone: 217-864-3622