



SUBSTITUTE LIBRARY ASSOCIATE
YOUTH AND TEENS SERVICES
Part Time – Minimum 8 hours per month

We are looking for an enthusiastic, collaborative, organized individual to join our Youth and Teen Services Department and help serve the youth and families of our diverse community. You will assist with programs, story time, community outreach, reader's advisory, and more.

We are an Equal Opportunity Employer and strive to reflect our diverse community through our dedication to equity, diversity, and inclusion. For a complete job description, please go to www.palatinelibrary.org/about/jobs.

Qualifications include:

- Two years of college level coursework, Associates Degree, LTA certificate, or equivalent.
- One year of related experience in a comparable customer service organization or library.
- Ability to manage multiple tasks with efficiency, skill, accuracy and attention to detail
- Ability to provide excellent customer service at all times with members and staff
- Bilingual in English and Spanish highly desirable

The ideal candidate will be adaptable and take the initiative on moving projects to completion. Candidates will be an excellent problem solver, be able to communicate effectively across the organization, and be comfortable working in a team environment.

Physical requirements include speaking, hearing, vision, and manual dexterity sufficient to adequately perform the job, ability to push/pull up to 100 pounds, lift or move up to 25 pounds occasionally.

Hours: This is a substitute position. While no hours are guaranteed, we anticipate a minimum of 8 hours/month, depending on the needs of the department. Shifts may include days, evenings, and weekends.

Salary: \$18.92 per hour

Employment applications are available on-line www.palatinelibrary.org. **Please indicate the position you are applying for on the application.** Submit completed application with cover letter, resume and three references to the Human Resources Department at employment@palatinelibrary.org.

November 2023