



Job Description: **Youth Services Associate/Librarian (Temporary)**

The **Bellwood Public Library** is seeking a **Youth Services Associate/Librarian** (Summer Temporary) to join our team.

Hourly Rate: Associate \$17-\$22; Librarian \$25-\$28

Compensation: Based on competencies, experience, and internal equity, and include IMRF, vacation, sick, and PTO earned per employee manual

Schedule: Flexible hours including evenings and weekends as needed

Job Summary: The Youth Services Associate/Librarian is a dynamic and multifaceted position responsible for delivering exceptional library services to children, teens, and families. This role requires a blend of library management, customer service, programming, outreach, and collection development expertise. The Youth Services Associate/Librarian will work collaboratively with library staff, school personnel, and community organizations to support the library's mission of fostering a love of reading and learning while meeting the diverse needs of youth patrons.

Qualifications:

- **Education:** BA required for Associate position. Master of Library Science (MLS) degree from an American Library Association (ALA)-accredited institution preferred.
- **Experience:** At least 3 years of experience working with children and teens, preferably in a public library setting. Experience with program development and implementation is highly desirable.
- **Additional Skills:** Bilingual skills are a plus. Previous experience with library collection management and web-based resources is also a benefit.
- **Physical Demands:** Work is primarily conducted in an indoor library environment, with the ability to stand, sit, bend, stoop, and lift up to 25 pounds. The position requires the ability to move materials, including books and equipment, and navigate library spaces.
- **Work Hours:** This position requires flexibility, including the ability to work evening, weekend, and holiday shifts as needed to accommodate programming and library hours.

Necessary Knowledge, Skills, and Abilities:

- **Enthusiastic and Engaging Personality:** Ability to engage with youth and create a positive, enthusiastic, and supportive environment in the library.
- **Program Development:** Strong ability to plan, implement, and evaluate library programs for youth and families, ensuring they are inclusive, educational, and fun.
- **Customer Service Excellence:** Ability to provide exceptional service to a diverse patron base, with a focus on meeting the needs of children, teens, and their families.
- **Technology Proficiency:** Skilled in using and troubleshooting library technology, including computers, AV equipment, digital resources, and makerspace tools such as 3D printers.



- **Organizational Skills:** Ability to organize and prioritize tasks efficiently, managing multiple programs and projects simultaneously.
- **Communication Skills:** Strong written and verbal communication skills, with the ability to create clear, engaging program descriptions and promotional materials. Ability to communicate effectively with staff, patrons, and community partners.
- **Cultural Competency:** Sensitivity to the diverse cultural and educational needs of the community, with the ability to tailor programs and services accordingly.
- **Adaptability:** Ability to work in a dynamic environment, adjusting programming and services as needed to meet the changing needs of youth patrons and families.
-

Essential Duties:

- **Youth and Teen Programming:** Coordinate, plan, and execute engaging programs for children and teens, including storytimes, craft activities, STEM programs, book clubs, and summer reading events. Ensure that programs cater to the diverse interests and developmental stages of youth patrons.
- **Customer Service and Patron Support:** Provide exemplary customer service by assisting youth patrons and their caregivers, offering guidance on library services, technology, and resources. Ensure that library spaces for children and teens are welcoming, accessible, and conducive to learning.
- **Reference and Reader's Advisory:** Perform reference and reader's advisory services, helping youth patrons and their families find age-appropriate books, resources, and technology. Stay informed on trends in children's and teen literature, and develop expertise in popular genres, authors, and series.
- **Collection Development:** Manage the selection, acquisition, and weeding of materials in the youth and teen collections. Maintain a balanced, diverse collection that reflects the interests, needs, and cultural backgrounds of the community. Work closely across the Youth Services Department to ensure collection development is aligned with library policies.
- **Technology and Makerspace Management:** Oversee the use of technology resources for youth patrons, including computers, iPads, 3D printers, and other makerspace equipment. Provide instruction and guidance on how to use library technology effectively. Maintain and troubleshoot library equipment as needed.
- **Marketing and Outreach:** Create promotional materials for youth programming, including flyers, social media posts, and website content. Coordinate marketing efforts for library events and services, working to increase awareness and participation. Represent the library at school visits, community events, and other outreach activities to promote library resources and foster partnerships.
- **Special Projects:** Take on special projects as assigned by the Head of Youth Services, including the development of new programs, community engagement initiatives, or library-wide projects. Ensure that the Youth Services Department continually adapts to meet the evolving needs of the community.

Bellwood Public Library

600 Bohland Avenue
Bellwood, Illinois 60104
(708) 547-7393
Fax (708) 547-9352
TDD (708) 547-7475

www.bellwoodlibrary.org



- **Staff Collaboration and Training:** Collaborate with other library departments and staff to ensure seamless operations. Assist with the training and mentoring of part-time or volunteer staff, interns, or students in the Youth Services Department.
- **Reporting and Evaluation:** Track and report on the outcomes of youth programs, including attendance, feedback, and program effectiveness. Prepare monthly and annual reports summarizing activities, achievements, and future goals for Youth Services.
- **Library Maintenance and Organization:** Assist with maintaining the physical and organizational appearance of the library. Ensure that the children's and teen areas are orderly, clean, and inviting. Regularly assess and improve the layout and presentation of materials.

About Bellwood Public Library:

Bellwood Public Library serves as a vibrant community hub in the heart of Bellwood, Illinois. We are committed to providing an open, welcoming space where residents of all ages can explore new ideas, discover reliable information, and connect with each other. As a cornerstone of the Bellwood community, we strive to meet the diverse needs of our patrons by providing exceptional services, programs, and resources.

Why Work with Us?

- **Make an Impact:** Be an integral part of a library that is central to the Bellwood community, helping residents of all ages access valuable resources and information.
- **Inclusive Environment:** Join a team that values diversity and is committed to creating an environment where all individuals feel welcomed and supported.
- **Professional Development:** Opportunities for continuing education and training in library and information sciences.
- **Community Connection:** Engage directly with a diverse and dynamic community, helping to make a real difference in the lives of Bellwood residents.

How to Apply:

Submit application with cover letter and resume with YOUTH SERVICES APPLICATION (Temporary) in the subject line priority; applications received before to May 7, 2025 to Heather-Marie Montilla at info@bellwoodlibrary.org. NO phone calls, please.

Bellwood Public Library is an equal opportunity employer. We encourage applicants from all backgrounds and experiences to apply and value diversity in our workplace.