

Job Title: Adult Librarian - Programming

Hourly Rate: \$26-\$31

Schedule: Flexible hours including evenings and weekends as needed

Position Summary

The Adult Librarian position is responsible for delivering service to all adults who utilize Bellwood Public Library. This role requires a blend of customer service, programming, outreach, readers advisory, and collection development expertise. The Adult Librarian will identify opportunities for new adult programs, collaborating with library staff and community partners to develop, plan, and implement programs that meet the needs of the community in accordance with the library's mission.

Essential Duties:

- Provide reference and reader's advisory assistance to patrons in person, over the phone, or via chat using the library's collections and digital resources
- Initiate, plan, oversee, and conduct a variety of programs and activities in collaboration with community organizations and outside presenters.
- Create and disseminate email newsletters promoting library programming & collection, and services.
- Collect and report to Head of Adult & Bibliographic Services attendance statistics and attendee feedback.
- Collaborate on collection development of circulating adult materials, from selection to weeding.
- Understand library policies and procedures and apply them consistently and fairly to the public.
- Stay informed of professional issues, trends, and attitudes within both the library profession and the local community
- Participates in professional development and networking activities, both online and in person.
- Assumes other duties and projects as assigned.

Necessary Knowledge, Skills, and Abilities:

- Master of Library Science (MLS) degree from an American Library Association (ALA) accredited program preferred
- Ability to manage multiple ongoing programs and projects
- Adaptability to work with the potential of being interrupted
- Knowledge of using and basic troubleshooting library technology including computers, digital resources, and equipment like copiers and scanners.

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 ADULT SERVICES APPLICATION in the subject line priority; applications received before to May 21, 2025 to Kara Spizzirri 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.