



Youth/Teen Aide – 2 positions

It's an exciting time at Bellwood Public Library! We have new leadership and an upcoming strategic plan to move us into the future, serving our community.

Does the thought of working in our library setting appeal to you? How about providing friendly and high quality customer service to young people? If so, we would love to hear from you!

In this capacity, you will:

- Lead youth and teens with flexibility, understanding and positive sense of humor
- Build positive relationships with youth and teens
- Use a variety of office equipment
- Assist students in use of technology,
- Be familiar with technology and basic computer programs
- Adapt to evolving needs, trends, and library services

You will need to be:

- Service oriented
- Display great empathy toward the unique needs of tweens and teens.
- Radiate calmness while being frequently interrupted.
- Able to independently prioritize tasks
- Effective in maintaining working relationships with co-workers

We'd love for you to have:

- Associate's degree or Library Technical Assistant (LTA) Certificate or equivalent
- 1 year of customer service required, preferably in a library setting
- 1 year of working with youth

Your schedule and wage:

- 15 hours per week
- \$12 per hour.
- Must be available for days, evenings and some weekends.

Application deadline:

August 23, 2019

If this sounds like the role for you, please send your application and resume to Sophia Brown, Head of Youth Services, at slbrown@bellwoodlibrary.org, with subject line "Youth/Teen Aide."