

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 full benefits package that includes full 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 commensurate with experience. Anticipated start date is January 17, 2023.

Duties & Responsibilities:

I. Management

- Reports directly to Library Director and coordinates with the Youth Services Director
- Designs, implements, and evaluates all programming for patrons ages 0-18 in collaboration with Youth Services Director
- Designs and implements programs for teens
- Coordinates early literacy programs such as 1,000 Books Before Kindergarten in coordination with Youth Services Director
- Coordinates with Youth Services Director 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 Youth Services Director

II. Community Outreach

- Assists Youth Services Director with school visits in collaboration with the Mt. Zion Schools librarians
- Coordinates with Library Director and Youth Services Director 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 Youth Services Director in maintaining Library website and social media accounts
- Creates content for social media including the Library's YouTube account in collaboration with Youth Services Director
- 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
- Preferred 3-5 years of public library experience

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 Library Direct, Ashley Batchelder at director@mtzion.lib.il.us or directly to the Library at 115 W. Main St. in Mt. Zion, IL 62549, Attn: Ashley Batchelder. The deadline for application is 5:00 pm Wednesday, December 21, 2022.

Contact Information:

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