



CAREER OPPORTUNITIES
At the
McHenry Public Library District

**Youth Services Library Associate-Bilingual School Services
(Full-time - 37.5 hours/week)**

Do you enjoy working with students and teachers? ¿Disfruta haciendo conexiones con los estudiantes y los maestros? If you can say “sí” to these, we have the position for you!

The McHenry Public Library District seeks a bilingual English/Spanish, charismatic, and service-oriented professional to join our Youth Services Team. The ideal candidate for this position will support our Library's mission by promoting the Library to English and Spanish-speaking classrooms. The primary responsibilities of the position include: regularly visiting local schools and organizations to present book talks, storytimes, tours, and library instruction to students; pulling materials for teacher outreach bags, promoting the Library's Teacher Services program through various means, organizing and attending events with the teachers and professionals, applying curriculum standards to library outreach and programming; planning and executing bilingual programming that is educational, entertaining, enriching, and culturally relevant for our Hispanic population (ages 18 and under and for families); translating materials for programs, services, and collections; and assisting the Questions Desk. This position will have the opportunity to select some materials for the Youth collection. The skills required for this position are: fluency in both verbal and written English and Spanish, an engaging and energetic presentation style, excellent interpersonal skills, and the ability to adapt to the Library's technology needs.

This position includes the majority of daytime hours and some evening and weekend hours.

Qualifications

- Associate's degree, LTA, previous library, or K-12 school experience; Bachelor's degree desirable.
- Excellent written and verbal communication skills in both English and Spanish.
- Strong technology skills, including: Microsoft Windows and Office applications, Google Suite applications, Internet, eReaders/tablets, online video conferencing/sharing platforms, and the ability to adapt to changing technology.
- Knowledge and appreciation of popular materials for youth and teens.
- Understanding of the recreational and educational needs of today's youth and teens.
- Knowledge of current educational trends, including national, state, and local curriculum standards, common core, and local school assignments.
- Can perform all duties in English and Spanish and has fluent ability to read, write and speak/converse in English and Spanish.

Salary and benefits:

- The salary range for this position is approx. \$15.66-\$19.57/hour.
- Paid vacation and sick/personal time off, health insurance, and retirement (IMRF) are included in the benefits provided.

If interested, please submit a resume to jobs@mchenrylibrary.org for consideration.