



**CAREER OPPORTUNITIES**  
At the  
McHenry Public Library District

**Youth Services Library Associate**  
**(Part-Time - 25 hours/week)**

Do you enjoy working with patrons and making connections with children and teens of all ages? If so, we have the position for you!

The McHenry Public Library District is seeking a welcoming, collaborative and service-oriented professional to join our Youth Services Team. The ideal candidate for this position will support our Library's mission by assisting patrons in the library, on phone or via chat with reference, readers' advisory, and technology questions. The main responsibilities of the position include assisting the Questions Desk which serves patrons of all ages. This position may have the opportunity to plan and execute programming for ages 18 and under, participate in outreach events, curate Library bibliographies and displays, as well as select some materials for the Youth collection. The skills required for this position are: excellent customer service skills, fluency in both verbal and written English, and the ability to adapt to the Library's technology needs.

This position requires a flexible schedule to work days, nights, and weekends, particularly when school is not in session.

**Qualifications**

- Associate's degree, LTA, or previous library or children's programming experience; Bachelor's degree desirable.
- Excellent written and verbal communication skills.
- 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.
- Bilingual skills (Spanish, Polish or ASL) desirable.
- Experience with social media, coding, website design, and/or makerspace technology desirable.

Salary and benefits:

- The salary range for this position is approx. \$15.66-\$19.57/hour.
- Includes IMRF (Pension Plan) and PTO benefits.

If interested, please submit a resume to [jobs@mchenrylibrary.org](mailto:jobs@mchenrylibrary.org) for consideration.