

## Case-Halstead Public Library

550 Sixth Street, Carlyle, Illinois 62231 Phone (618) 594-5210 \* Fax (618) 594-8415 \* www.casehalstead.org

March 14, 2017

Job Title: Youth Services Assistant

Case-Halstead Public Library is seeking a creative, energetic, and innovative person to lead its Youth Services Department.

The primary responsibilities of this position include programming for youth, conducting outreach visits to community schools and organizations, and the promotion of library services, materials, and resources. This position includes participation in library committees, selection of library materials, and requires the ability to create positive user experiences. Must be enthusiastic about school age programming and have the ability to work with ages birth to 17. Interest in maker programming and youth literature highly desirable. Serves on occasion as person in charge in the absence of the library director and fills in at the Circulation Desk as required.

Qualifications and skills include but are not limited to: ability to take initiative and build relationships with community leaders; extraordinary customer service skills; excellent communication and computer skills; ability to work well with others. Experience in working with children, knowledge of social media platforms and current technology as well as customer service experience is required. Bachelor's Degree, knowledge of current education/library trends and experience with an integrated library system is preferred.

Part-Time Position (27 to 29 hours per week), \$14.59 to \$15.92 per hour

Residency required in the City of Carlyle within one year of hire.

For more information, please refer to the job description posted on our website at <a href="http://casehalstead.com">http://casehalstead.com</a>

Please email your resume in PDF format to <u>librarian@carlylelake.com</u> and include the title YOUTH SERVICES ASSISTANT in the subject line. Applications will be received through Friday, April 7, 2017.