

## Job Posting

Position Title: Library Associate, full-time, Children's

Date posted: July 29, 2024

### Description

Our Children's Department is busy! We are looking for someone who loves to work with families and provide them with excellent service. The position involves assisting patrons by answering their questions and helping them use the library, providing programming for children and their families, assisting the children's librarians with programs, preparing crafts and decorations, maintaining displays, re-shelving books and other materials, and more. Must be able to effectively communicate with patrons (in person, over the phone, and electronically). May be responsible for overseeing department in absence of the department manager or librarian. Apply for this great job if you are energetic, enjoy making people happy, and if you want a job where every day is full of variety and challenge.

### Duties

- Represent the Library at community and off-site events (including evening and weekend events)
- Work with community partners and program vendors
- Staff the Children's Desk and provide top quality, patron-focused interactions to patrons of all ages who visit the library or contact the library by phone or email
- Create, plan, facilitate, and present programs for children and their families
- Train, guide, and supervise other staff and/or volunteers as directed
- Utilize the library's computer system and email
- Re-shelve books and other materials
- Assist children's librarians as needed
- Perform clerical tasks

**Skills:** Friendly, helpful, knowledgeable, positive attitude, proactive

- Basic knowledge of children's literature a plus
- Demonstrated leadership ability and willingness to accept responsibility for actions
- Ability to transport books within the library building
- Must be able to bend, stoop, and lift
- Ability to work a flexible schedule

**Hours:** 38 per week, to include mornings, afternoons, evenings, and weekends. The hours of this position change as departmental needs change.

**Education:** Position requires a Bachelor's Degree.

**Salary:** \$23.47 per hour

**Closing:** August 11, 2024

**To Apply:** Submit [application](#), resume, and unofficial transcript to:

Gayle Tucker, HR Manager  
Bloomington Public Library  
205 E. Olive St.

Bloomington, IL 61701

or

[hr@bloomingtonlibrary.org](mailto:hr@bloomingtonlibrary.org)

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