



PART-TIME POSITION AVAILABLE

Library Assistant

The Park Forest Public Library is seeking an enthusiastic, customer-focused individual familiar with technology and popular culture. Duties include facilitating hands-on programs, answering patron questions, assisting patrons with research and computer usage, assisting in Library programs for both **adults and children**, shelving materials, and performing readers' advisory.

Must be available evenings and weekends

Qualifications

- Completion of two years of college or equivalent work experience.
- Two years' experience in customer service environment, library experience desirable.
- Access to transportation required.
- Evening and weekend hours required.

Skills and Abilities

- Ability to work and communicate effectively with the public and Library staff in a friendly, approachable and tactful manner.
- Ability and willingness to learn, ready to embrace new technology.
- Ability to follow written and oral instructions.
- Ability to complete tasks with great attention to detail.
- Ability to prioritize and manage multiple tasks.
- Ability to bend, stoop, lift, and carry. Ability to push a fully loaded book cart.

Duties and Responsibilities (Illustrative not inclusive)

- Use a computer based system to perform searches for library materials.
- Performs opening and closing duties.
- Provide friendly assistance and advisory services to patrons.
- Greet patrons as they enter to make a positive first impression.
- Assist with programs and special events as assigned.
- Shelve materials and read shelves as assigned.

Schedule

Part– Time. **15-20** hours a week. Includes ability to work a flexible schedule **including evenings and weekends**.

If Interested, Please Submit Your Resume and Letter of Interest to:

Barbara Osuch,
Director, Park Forest Public Library
Email Address: osuchbarbara@gmail.com
www.pfpl.org