



## **PART-TIME POSITION AVAILABLE**

### **Kids' Zone Library Assistant**

The Park Forest Public Library is seeking an enthusiastic, energetic individual who enjoys working with youth to serve as a kids' zone Library Assistant. Duties for this part-time position include but not limited to, assisting with hands –on programs and story times for a variety of ages from birth to 12 years, prepare and implement weekly programs and special events, shelving kids' zone material, answering patrons questions, assisting patrons with computer usage, locating library materials.

**Must be available evenings and weekends**

#### **Qualifications**

- Two years' experience in customer service environment, library experience desirable.
- Experience with children 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)**

- 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.
- Shelf materials and read shelves as assigned.

#### **Schedule**

Part– Time. 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](mailto:osuchbarbara@gmail.com)  
[www.pfpl.org](http://www.pfpl.org)

