

Youth Services Coordinator

FT/PT: Full Time

Hours: 38 Hours/week: Tuesday 2pm-8pm, Wednesday & Thursday 12pm-8pm, Friday & Saturday 9am-5pm.

Salary: \$17.00–\$19.00/hour dependent on qualifications. Benefits include: IMRF (Illinois Municipal Retirement Fund), health insurance options, vacation and sick pay.

Position Description: This position is responsible for the development, planning, and presentation of all children and teen programs; coordinating both the winter and summer reading programs; creating outreach opportunities in local schools and daycares, selecting and maintaining the children and teen collections; and, assisting in the pre-processing of library materials. Applicant must be energetic, creative, and self-motivated. Excellent organizational skills, knowledge of Microsoft Office, and the ability to handle multiple tasks effectively are also necessary. Must be able to flex schedule to meet job responsibilities. Event planning and customer service experience, in a library setting, preferred.

Please submit cover letter and resume via email by Midnight, November 11th, to afry@silvislibrary.org. Position will remain open until filled.

For the complete Job Description, visit our website www.silvislibrary.org