



**CAREER OPPORTUNITIES**  
At the  
McHenry Public Library District

**Youth Services Library Associate-Programming  
(Part-Time - 25 hours/week)**

Do you enjoy working with children of all ages? Laughing a lot and having fun? Do you enjoy presenting and coordinating programs? If you can say yes to these, we have the position for you!

The McHenry Public Library District is seeking a fun-loving, innovative, collaborative and service-oriented professional to join our Youth Services Team. The ideal candidate for this position is a collaborative, communicative, highly organized, creative, and detail-oriented professional who will support our Library's mission by coordinating with a variety of outside presenters, performers and community groups for programming opportunities. The main responsibilities of the position include: coordinating, planning, and executing programming that is educational, entertaining, and enriching for ages 18 and under and for families, entering programs into our patron calendar, creating in-print and social media content, and assisting the Questions Desk. This position may have the opportunity to select some materials for the Youth collection. The skills required for this position are: excellent interpersonal skills, strong communication in both verbal and written abilities, presentation expertise, and the ability to adapt to the Library's technology needs.

This position requires a flexible schedule to work days, nights, and weekends, particularly when school is not in session.

**Qualifications**

- Associate's degree, LTA, or previous library or children's programming experience; Bachelor's degree desirable.
- Excellent written and verbal communication skills.

- Strong technology skills including: Microsoft Windows and Office applications, Google Suite applications, Internet, eReaders/tablets, online video conferencing/sharing platforms, and the ability to adapt to changing technology.
- Knowledge and appreciation of popular materials for youth and teens.
- Understanding of the recreational and educational needs of today's youth and teens.
- Ability to complete detailed work accurately, efficiently, and on time with minimal supervision.
- Ability to plan, organize, and prioritize work assignments independently or as a team.
- Bilingual skills (Spanish) desirable.

Salary and benefits:

- The salary range for this position is approx. \$15.66-19.57/hour.
- Includes IMRF (Pension Plan) and PTO benefits.

If interested, please submit a resume to [jobs@mchenrylibrary.org](mailto:jobs@mchenrylibrary.org) for consideration.