



CAREER OPPORTUNITIES
At the
McHenry Public Library District

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

Do you enjoy working with Hispanic communities? ¿Disfruta haciendo conexiones con los niños y sus familias? If you can say "sí" to these, we have the position for you!

The McHenry Public Library District is seeking a bilingual, collaborative and service-oriented professional to join our Youth Services Team. The ideal candidate for this position will support our Library's mission by assisting Spanish-speaking patrons in the library. The main responsibilities of the position include: planning and executing bilingual programming that is educational, entertaining, enriching, and culturally relevant for our Hispanic population (ages 18 and under and for families), translating materials for programs, services and collections, performing bilingual outreach to area schools and organizations, 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, fluency in both verbal and written English and Spanish, a flexible presentation style, and the ability to adapt to the Library's technology needs.

This position includes majority daytime hours, and some evening and weekend hours.

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.
- Can perform all duties in English and Spanish and has fluent ability to read, write and speak/converse in English and Spanish.

Salary and benefits:

- The salary range for this position is approx. \$17.00-\$19.57/hour.
- Includes IMRF (Pension Plan) and PTO benefits.

The Library will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, national origin, ancestry, disability (mental or physical), military status, marital status, order of protection status, genetic information and sexual orientation all in accordance with applicable law. Such action shall include, but is not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

The Library is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates applicable state and local laws governing nondiscrimination in employment.

If interested, please submit a resume to jobs@mchenrylibrary.org for consideration.