



Teen Services Advisor

Average Weekly Hours: 25 | FLSA Classification: Non-Exempt

Do you think teens are terrific? Are you passionate about creating a welcoming space for students in grades 6-12? Do you want to be a part of a collaborative and fun team that makes a difference in young people's lives? If so, this may be the job for you!

The Indian Trails Public Library District (ITPLD) is seeking a Teen Services Advisor to join our Youth Services team. The Advisor would contribute to a dedicated and dynamic team that focuses on creating a positive and welcoming library experience for our members. This position is a part-time opportunity with an average work week of 25 hours.

We serve 64,423 residents in the communities of Wheeling, Buffalo Grove and Prospect Heights. We are committed to our vision of embracing culture, connecting community and igniting curiosity.

Some of the job duties include:

- Welcoming members to the Youth Services area.
- Staffing the active and dynamic Teen Space area and supporting the Youth Services desk as needed by providing service to members in-person and over the phone.
- Helping to maintain a positive environment by providing exceptional customer service.
- Assisting members in finding information and materials
- Assisting members with e-resources, computers, iPads, video games and other devices.
- Staying up to date with children's and young adult (YA) literature to provide proficient readers' advisory.
- Assisting in programming with a focus on teens and middle school members within the library and in the local community such as area schools.
- Assisting with maintaining the collection as needed.
- Generating and maintaining reports and statistics as needed.
- Assisting the Youth Services staff on various projects.

This opportunity requires:

- A bachelor's degree or minimum 2 years relevant experience.
- Excellent customer service, interpersonal, and organizational skills.
- Experience working with teens in grades 6 to 12.
- The ability to communicate effectively, use good judgment in the decision-making process, and work both independently and as part of a team.
- The ability to use computers and relevant software including Microsoft products.
- The flexibility to be able to work weekdays, evenings, weekends, and holidays.
- Fluency in a second language is desirable.
- Reliable transportation to arrive to work on time for scheduled shifts.

Hourly rate of \$18.75 - \$21.00 depending on qualifications. This position is eligible for pro-rated vacation and sick time and mandatory participation in the IMRF pension plan. The library supports continued learning and professional growth including job training for new employees.

To apply:

Send a cover letter and resume via e-mail to HR at hr@itpld.org. Please include the job title in the subject line. No phone calls please.

Culture Code.

The ITPLD Way

Our Work

We assume positive intent in all our interactions.

We tackle our fast-paced environment with focus, humor and positive solutions.

We work together to contribute to outstanding experiences for our members.

We strive to have clear, consistent and direct communication throughout the organization. We listen, trust each other and openly share ideas and information.

We strive to treat everyone with empathy and respect.

Our Staff

We are collaborative, enthusiastic and curious.

We are a diverse bunch who recognize our differences as strengths.

We are an engaged and driven group that values kindness and flexibility.

We recognize one another for a job well done and always have time for a smile.

Our ITPLD

Our workplace is an open, friendly space where we feel valued and appreciated.

We care about each other and support the well-being and development of each staff member.

We make time to laugh, celebrate our accomplishments and passions, sport our sweet branded clothing and build relationships that make coming to work fun.