

## **Connections Program Associate**

**Description:** A part-time position designing and coordinating programs for middle schoolers with guidance from the Middle School & Teen Librarian; and providing reference and readers' advisory to patrons of all ages after school under the supervision of the Adult Services Manager.

**Deadline for Applications:** Position open until filled.

**Job Description:** River Forest Public Library is searching for a creative, artistic, and enthusiastic youth advocate to supervise and engage middle schoolers in two types of weekly programs: DIY crafts and technology, and gaming/movies. Co-sponsored by the RF Township, Connections programs are free drop-in events serving children in grades 5-8 after school on Tuesdays and Fridays. Under the mentorship of the Middle School and Teen Librarian, the Connections Program Associate will plan and implement bustling hands-on art and technology programs for children ages 10-14. The Connections Program Associate will take a leadership role in collaborating with other Adult and Teen Services Department Staff to foster a friendly, organized setting both in the programs and within the library as a whole after school.

This position will also serve patrons of all ages at the Adult and Teen Services desk during after school hours and in the early evening, with a focus on building supportive, caring relationships with Middle School-age patrons and their families. There may also be opportunities to assist in facilitating additional library programs for patrons in both middle and high school, and programming for families. This position is ideal for those who wish to develop their programming skills while working with young teens, and for those interested in gaining experience providing information and readers' services within an Adult & Teen Services department in a high-volume public library. Extended employment opportunity may become available.

**Part time:** Part Time: an average of 10-12 hours each week; Friday and Tuesday afternoons required throughout the school year. The candidate will be expected to commit to working through the beginning of June 2018.

### **Responsibilities and Duties:**

The Connections Program Associate will assist the Middle School and Teen Librarian in developing programs funded by a grant from the Youth Services of Oak Park River Forest Township. Responsibilities also include providing library services to people of all ages under the supervision of the Adult Services Manager by:

- Planning and presenting two weekly programs for children 10-14 years of age.
  - Middle School Makers, Tuesdays throughout the school year.
  - Middle School Gaming/Movie, Fridays throughout the school year
- Working collaboratively with other library staff to assist with planning and implementation of multi-generational programs and community events.
- Compiling and evaluating attendance data after each program session.

- Creating a friendly, patron-focused environment that welcomes community members of all ages and encourages them to use the library's resources to their fullest potential.
- Understanding and responding to the needs of parents, teachers, caregivers and children and assisting them in finding appropriate print and non-print materials.
- Providing instruction to library patrons on the use of the library's online catalog and electronic resources.
- Demonstrating effective communication skills in interpreting policies to the public, and by referring unresolved issues to the managers as needed.

**Requirements:**

- Bachelor's degree or LTA with some library experience. Preference will be given to students enrolled in an accredited MLS or MLIS program.
- Must be available to work Tuesday and Friday between the hours of 2:30 and 5:30.
- At least one year of customer service experience is strongly preferred.
- Experience working with children in a library, school, or other group setting is strongly preferred.
- A working knowledge of popular movies, games, crafts, and interests, such as Minecraft, Cubelets, Perler beads, etc. is preferred.
- A knowledge and appreciation of middle grade literature and the developmental needs of young teens is important.
- Ability to work independently and exercise initiative.
- Demonstrated ability and willingness to collaborate positively in a team environment, including effective interpersonal communication skills, and clear oral and written expression.
- Ability to learn or show proficiency with SWAN's Enterprise catalog, SirsiDynix WorkFlows, and Microsoft Office programs.
- Ability to lift and move tables and chairs.

Please email a cover letter and resume to [employment@riverforestlibrary.org](mailto:employment@riverforestlibrary.org). No phone calls please.

**Salary information:** Beginning at 14.50/hour, DOQ

**Contact information:**

Ms. Beth Kirchenberg, Middle School and Teen Librarian  
 Ms. Mary Katherine Stiff, Adult Services Manager  
 735 Lathrop Avenue  
 River Forest, IL 60305