



Youth and Teen Services **Library Associate III**

Enjoy what you do while contributing to a Library that makes a difference in people's lives. Palatine Library District is seeking a collaborative, service-oriented, and resourceful Library Associate to join our Youth & Teen Services Department. This is a key support position within a busy, dynamic team environment that involves teamwork and cross-department collaboration.

How You'll Contribute:

In general, the Youth & Teen Services Library Associate III will:

- Plan, implement, and assess youth and teen focused programs, including coordinating paid performers and outreach events.
- Serve as the Youth & Teen Services representative for library-wide reading initiatives and assist with the configuration of the Beanstack platform.
- Contributes to the department newsletter by coordinating production schedules, editing content for clarity and consistency, and library communication standards.
- Establish and maintain collaborative relationships with community organizations, acting as a liaison to support library outreach efforts.

Visit <http://www.palatinelibrary.org/about/jobs> for a complete job description.

You'll Be Successful Because You Have:

- Bachelor's degree or equivalent.
- Two years related experience.
- Fluency in written and spoken Spanish or other language commonly spoken in the district is preferred.
- Ability to always provide excellent customer service with members and staff
- Ability to work collaboratively as a member of a team with colleagues and managers

What We Offer:

- Hourly Range: \$24.96-\$27.73 (depending on qualifications)
- Full time: 37.5 hours per week with flexibility to work evenings and a weekend rotation
- Additional compensation for non-English language skills
- This position is eligible for remote work hours, subject to manager approval.
- Benefits include 4 weeks of vacation per year; 12 days of sick time per year; 5 personal days per year; 7½ paid holidays per year; participation in Illinois Municipal Retirement Fund; and medical, life, vision, and dental insurance programs

How To Get Started:

If you are interested in applying for this position, employment applications are available online at <http://www.palatinelibrary.org/about/jobs>. Submit the completed application with cover letter, resume, and three professional references to the Human Resources Department at employment@palatinelibrary.org.

Palatine Public Library District inspires connection, curiosity, and joy. We welcome everyone to access diverse materials, collaborative spaces, technology, programs, and services. The Library serves

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approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates. *Palatine Library District is an Equal Opportunity Employer.*