



**TEEN LIBRARIAN**  
**POPULAR MATERIALS DEPARTMENT**  
**Full Time (37.5 hours per week)**

We have an opening for an outgoing, enthusiastic Teen Librarian who is passionate about working and connecting with teens. Responsibilities include running our very successful Teen Advisory Board (TAB), coordinating the teen volunteer program, hosting and implementing programs for teen patrons as well as help with programming for all ages.

The ideal candidate will share their passion for trending books and media and help create a safe and supportive environment for our teens as well as provide reader's assistance services to patrons of all ages; maintain assigned collections; participate in community outreach initiatives and serve as person in-charge of building as scheduled. We are an Equal Opportunity Employer and strive to reflect our diverse community through our dedication to equity, diversity, and inclusion. A complete job description can be found online at:

<https://www.palatinelibrary.org/about/jobs>

Qualifications include:

- MLS from an ALA accredited Library School
- Prior experience at a public library preferred
- Able to provide exceptional customer service
- Ability to work collaboratively in a team environment
- Bilingual skills of Spanish, Polish, Tagalog, or Chinese preferred.

Physical requirements include: speaking, hearing, vision and keyboarding ability sufficient to adequately perform the job, ability to push/pull up to 50 pounds and lift and carry up to 20 pounds occasionally.

Full-time position, night and weekend availability is required.

Salary from \$46,957 (based on qualifications).

Benefits include four weeks' vacation; sick time of one day per month; 7 ½ paid holidays per year; participation in the Illinois Municipal Retirement Fund, and optional participation in the Health, Life, Dental and Vision Insurance programs.

Employment applications are available online [www.palatinelibrary.org](http://www.palatinelibrary.org), at the Welcome Desk at the Main Library, or at any branch location. Please indicate the position you are applying for on the application. Submit cover letter, resume and application to [employment@palatinelibrary.org](mailto:employment@palatinelibrary.org).

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