



## Job Opening at the Fox River Valley Public Library District: Dundee Library

### Youth Services Clerk

**Part Time** - 16 hours per week – including daytime, evening, and weekend shifts

**Hourly Rate:** \$16.00

Do you have a passion for working with youth (ages 0 to 12) and their caregivers? Are you patient, imaginative, energetic, and familiar with children's literature? If you have a desire to provide excellent customer service in a busy department and meet the qualifications below, this job is especially built for you. Our Youth Services Department staff members work in a team environment, sharing the duties required to provide full information services to young patrons of all ages. FRVPLD serves an active and engaged community, is fine free and focused on equity, diversity, and inclusion.

Job requirements include:

- Excellent customer service skills
- Knowledge of Library services and programs
- Ability to communicate clearly and effectively, both verbally and in writing
- Problem solving skills to assist in determining priorities and finding timely solutions to customer and workplace concerns
- Some college preferred - LTA or coursework in progress a plus

To apply for any open position: Please send resume, cover letter, and [completed application](#) via e-mail to Sherry Kenney, [HR@frvpld.info](mailto:HR@frvpld.info) with the job title in the subject line.

More information can be found at <http://www.frvpld.info/about-us/job-openings>  
Only emailed applications will be accepted.