



Full-time ELL-Spanish Services Associate – Ottawa Street Branch

The Joliet Public Library is seeking a community minded team player to join our dynamic and innovative Youth Services team as a Spanish Services Associate. Joliet Public Library serves a diverse community of over 147,000 with two branches. Our ideal candidate has a passion for reaching everyone in our community with our mission to help Joliet *Read, Explore, Ask, and Discover* and seeks to work within a collaborative, multi-tasking environment.

This position will include creating English and Spanish language programming for preschool and school aged children and their families, staffing community outreach events, and providing outstanding customer service within the library. This full-time position requires flexible scheduling including daytime, evening, and weekend hours and works out of the Ottawa Street Branch. Conversational and written fluency in Spanish and English is required.

DUTIES AND RESPONSIBILITIES

- Participate in, and proactively promote, library services in the community.
- Represent the library in a positive and professional manner at library meetings, programs, and outreach events.
- Facilitate and assist with bilingual or Spanish language outreaches, storytimes and events in the community.
- Under the guidance of Communications Coordinator, assist with translation of digital and physical program and departmental calendars into Spanish; collaborate on publicity of ELL programs, services, and displays; provide promotional text in English and Spanish, and assist in developing a variety of bilingual programming and communication tools.
- Assist patrons in using the library catalog, electronic resources, and other library resources. Assist and train patrons on library e-book resources.
- Perform all tasks with a high degree of independence and minimal supervision.

QUALIFICATIONS

- Bachelor's degree, LTA Certificate from an accredited college, or an equivalent combination of education and relevant experience.
- Proficiency in written and oral communication, both in English and in Spanish.
- Ability to work a variety of hours, including days, evenings, and weekends.
- Valid driver's license and access to reliable transportation.

COMPENSATION:

- Starting salary \$19.40 per hour. We offer excellent benefits—12 sick days per year, 3 weeks of vacation, and 10 holidays per year. IMRF (Illinois Municipal Retirement Fund) is included as well as medical, dental and vision insurance.

Apply To:

Send cover letter, resume and references to Laura Yanchick, Youth Services Manager:
lyanchick@jolietlibrary.org

Priority will be given to applications received by February 1, 2022.

Joliet Public Library
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Joliet, IL 60432
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