**Gary Public Library**
220 W 5th Ave,
Gary, IN 46402

# Children's Services Associate

**Job Type:** Non-Exempt
**Schedule:** Part-Time, 18+ hrs.
**Location:** Onsite (Gary, Indiana)
**Salary:** $18.00/hr. minimum
**Supervisory Responsibilities:** No

**About Us:**

The Gary Public Library serves as a cornerstone for learning, literacy, and community engagement in the city of Gary and surrounding areas. With a commitment to providing access to information, educational resources, and cultural enrichment, the library offers a wide range of services and programs for all ages. Its facilities house extensive collections, public use computers, meeting spaces, and dedicated areas for youth, teens, and adults. The library is dedicated to fostering lifelong learning, supporting local history and culture, and building a welcoming environment where everyone can connect, explore, and grow.

**Why Join Us:**

If you are passionate about serving your community and helping ensure equitable access to books, education, and community programming, join us at the Gary Public Library. Our employees play an important role in supporting the programs, services, and resources that make a meaningful difference in the lives of Gary residents. We value professionals who bring integrity, attention to detail, accountability, and commitment to community. In return, we offer opportunities for professional growth, meaningful work, and the chance to apply your skills in an organization whose success directly supports literacy and lifelong learning.

**Who We're Looking For:**

Under general supervision, the Children's Services Associate provides direct public service and program support to children and their parents, caregivers, and families. The Children's Services Associate supports the planning, development, implementation, and promotion of age-appropriate programs, activities, and outreach initiatives designed to engage children in reading, learning, creativity, and technology. This may include STEAM activities, book discussions, educational workshops, recreational programs, Makerspace activities, and other youth-focused experiences. The Children's Services Associate focuses on children ages 2–11, and the Young Adult Associate focuses on ages 12–17. Programming and service scope may overlap between these age groups.

The ideal candidate is a creative, approachable, adaptable, and service-oriented professional who enjoys working with teens and understands the importance of providing welcoming, relevant, and inclusive Library experiences.

**What You'll Do**

The Children's Services Associate helps create engaging, welcoming Library experiences for children. You'll assist patrons with Library resources and technology; help plan and lead programs, workshops, book discussions, creative activities, and Makerspace experiences; and support outreach efforts with schools and community partners.

You'll also help maintain and recommend materials for the young adult collection, provide instruction and assistance with Makerspace equipment and digital tools, and support the day-to-day operation of Young Adult Services.

**What You'll Bring**

- Bachelor's degree and at least two years of library experience, or an equivalent combination of education, training, and experience.
- Two years of relevant experience working with youth and families in a library, school, educational, childcare, community, or similar setting.
- Eligibility to obtain and maintain Indiana Library Certification at Level 5 or higher.
- Knowledge of child & young adult literature and age-appropriate programming.
- Strong communication, customer service, instructional, and technology skills.
- A creative, approachable, and flexible style with the ability to connect with teens and work collaboratively with staff and community partners.
- Occasional evening or weekend availability and the ability to lift or move materials weighing up to 25 pounds may be required.

**Full-Time Benefits**

Full-time employees are eligible for medical, dental, vision, life, short-term and long-term disability insurance; PERF retirement; paid vacation and sick/personal leave; 14 paid holidays plus your birthday; education reimbursement; and an Employee Assistance Program.

**How to Apply:**

Candidates interested in joining the Gary Public Library are invited to apply for consideration in one of two ways.

1) Visit the Gary Public Library & Cultural Center (Main Branch – 220 W. 5th Ave, 2nd Floor Administrative Office) to obtain, complete, and submit a paper employment application in person, Monday through Friday, 9:00a to 4:00p.
2) Download, print, and submit completed application materials electronically to **hrgpl@garypubliclibrary.org** with **"Children's Services Associate - PT"** in the subject line.

The employment application includes a section for applicants to provide three professional references, including current or former supervisors or other professional contacts who can speak to their qualifications, experience, and work performance.

Applications will be reviewed as they are received, and the position will remain open until a qualified candidate is selected. Candidates are encouraged to submit their application materials promptly for consideration.

*The Gary Public Library is an Equal Opportunity Employer and is committed to recruiting, selecting, developing, and promoting employees based on individual ability and job performance. Reasonable accommodation may be available to enable differently abled individuals to complete the application and interview process as well as perform the essential functions of a role.*

*Selected candidates will be required to successfully complete a pre-employment screening as a condition of employment.*

*This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all responsibilities and duties required.*