



YOUTH SERVICES PROGRAMMER (CHILDREN)

Position Details

Full Time or Part Time: Full Time

Hours: 37.5-hour work week; including day and evening hours, weekends required

Salary: \$22.00/hour

The Ella Johnson Memorial Public Library District in Hampshire, Illinois, is looking for a creative, motivated, energetic and tech savvy individual with a passion for working with children of all ages, focusing on birth through older elementary school students. The ideal candidate will provide innovative programs and outreach to the community.

Responsibilities:

- Plan, promote, and implement programs for children from birth through elementary school. Assist with planning and execution of department and library-wide programs.
- Create displays and passive programming within the Youth Services Department.
- Assist in maintaining records for the Youth Services Department including programming numbers, budgeting and supply inventory.
- Create program specific promotional materials and maintain an online registration calendar.
- Develop and maintain community relations with local organizations including schools, community groups and the local park district.
- Regularly work at the public service desk, including assistance with library technology and services.
- Attend appropriate local, regional, state and national meetings and conferences.
- Be familiar with all library policies and procedures and able to make decisions in accordance with them.
- Act as Person in Charge (PIC) in absence of Management Team.
- Other duties as assigned.

Requirements:

- Bachelor's degree or LTA preferred but not required.
- Previous experience in Youth Services preferred but not required.
- Successful experience with young children in a group setting.
- Excellent written and verbal communication skills.
- Knowledge of video recording and editing preferred but not required.

Benefits: Illinois Municipal Retirement Fund, health insurance, supplemental insurance available for purchase, life insurance, and accruable PTO. Ella Johnson Memorial Public Library District is an Equal Opportunity Employer.

Application Deadline: First interview consideration given to applications received by **Friday, September 25th, 2026, 5:00 PM.**

Application Note: Submit an EJMLPD application found at www.ellajohnsonlibrary.org → About Us → Career Opportunities along with a cover letter and resume to: Heather Swanson, Youth Services Manager, PO Box 429, Hampshire, IL 60140 or email to hswanson@ellajohnsonlibrary.org with subject line: Youth Services Programmer. No Phone calls, please.