

Part Time Safety Coordinator

The Forest Park Public Library is seeking a Part Time Safety Coordinator to work with our supportive team of Persons-in-Charge to help make the library a welcoming, safe and secure environment for visitors and staff.

About Us

Our community of just over 14,000 is incredibly proud of their hometown, and our staff of 30 takes pride in serving and welcoming our visitors. Forest Park is at the end of the CTA Blue Line, giving easy access to the city. The town boasts a lively main street, outstanding park district, and a fantastic library!

About the Position

Under the direction of the Library Director and in strong collaboration with the Library's team of Persons-in-Charge and our Full Time Safety Coordinator, this position helps maintain a safe and welcoming environment for patrons. This position proactively monitors library activity to prevent and manage incidents, helps equitably apply policy, and assists staff in creating both a compassionate and accountable space.

About You

- You enjoy working with and helping members of the public and care about the Library's mission of service
- You have fantastic interpersonal and communication skills
- You're comfortable navigating tricky situations and difficult conversations that can arise in an setting that serves a diverse array of needs to a diverse array of people
- You're energized by working as a part of a team, and enjoy a balance of collaborative problem solving and independent thinking

Minimum Qualifications (See full Job Description for more Qualifications and Skills)

- All candidates should be familiar with and prepared to enthusiastically participate in the Library's [Strategic Priorities and Everyone is Welcome Philosophy](#)
- High school diploma or GED required
- One to two years of customer service experience in a public facing role
- Knowledge of a variety of workplace technology including email, Microsoft products, surveillance software, and the ability to learn and operate related programs
- Ability to follow and implement Library policies and procedures fairly and consistently
- Ability to exercise reasonable and independent judgment and discretion

Benefits

- Paid sick, vacation, and floating holidays
- Participation in the Illinois Municipal Retirement Fund (IMRF)

Schedule

- 24 - 26 hours a week
- Two weeknights (preferably Wednesday and Thursday)
- Two mornings (preferably Monday and Tuesday)
- Saturday and Sunday afternoon OR all day Saturday
- The above is the proposed schedule, and the Library is able to flex a bit to make it work.

Forest Park Public Library's Core Values

The Forest Park Public Library is committed to providing the highest level of service possible to all patrons.

- We are collaborative, creative, and curious.
- We strive to provide a welcoming and inclusive atmosphere where patrons and staff can make real connections.
- We provide our community with access to education that leads to inspiration, discovery, and empowerment.
- We respect our community, our colleagues, and our library.

Don't check off every box in the requirements? Please apply anyway! Studies have shown that marginalized communities, such as LGBTQ+, people of color, and women, are less likely to apply to jobs unless they meet every single qualification. Forest Park Public Library values and strives to support a diverse and inclusive workspace, and strongly encourages people of color, women, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents and veterans to apply.