



**Youth Services Librarian
PART TIME (20-30 hours)**

SUMMARY: The Youth & Teen Services Department is seeking a dynamic, enthusiastic, organized individual with a strong commitment to public service. An ideal candidate should be creative, have an awareness of youth and teen literature and popular reading trends, and be excited to grow, learn, and share knowledge in a team-based environment.

REPORTS TO: Youth & Teen Services Manager

DUTIES AND RESPONSIBILITIES:

- Provide positive and personalized reference assistance and readers advisory to patrons of all ages in-person, by phone, via email, and other resources.
- Design, conduct, and evaluate youth programming and other events for patrons of all ages, with a focus on storytimes.
- Conduct collection development and management of specific collections as assigned.
- Instruct the public in the use of the library, its materials, and the online catalog on computers and other devices.
- Request materials for patrons through our shared network or MeL as needed.
- Collaborate with other staff to plan and implement a variety of events and initiatives.
- Create bibliographies, blog posts, podcasts, and displays to promote library collections and services.
- Provide community outreach and build relationships with schools and other local organizations through off-site programming and other events.
- Stay abreast of emerging library trends and services through professional journals, continuing education, and networking.
- Assist other departments as needed, and perform other duties as assigned.

QUALIFICATIONS:

- Master's degree, or 30 credit hours towards the degree, from an ALA-accredited program required.
- Library of Michigan certification level 1 or 2, or ability to obtain certification
- Experience providing public library services to children preferred

SKILLS & ABILITIES:

- Genuine interest in providing superior public service.
- A passion for serving children, teens, and families.
- Broad knowledge of youth and teen literature, media, and trends.
- Ability to lead virtual, as well as in-person programming.
- Ability to use a variety of technologies, including operating systems, ILS, as well as varied software and applications and conduct basic troubleshooting.

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- Ability and desire to achieve and maintain cooperative and effective relations with members of the public and other employees.
- Ability to work independently and take initiative.
- Excellent time management skills.
- Display critical thinking skills and be detail-oriented.
- Excellent written and oral communication skills in English.
- Must be able to make decisions in situations dealing with library security, emergency procedures, and conflict resolution.
- Willingness to maintain a flexible schedule, including some weeknights and a weekend rotation.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to talk or hear, and occasionally required to travel to other locations. The employee is frequently required to sit, stand, walk, reach with hands and arms, use hands to finger, handle, or feel, and stoop, kneel, or crouch. The employee regularly must lift and/or move moderately heavy objects, including shelving carts. Specific vision requirements of the job include near vision, distance vision, color vision, and peripheral vision.

PAY RANGE: \$22-\$30/hr

BENEFITS: Paid time off, plus holidays, paid birthday off, two work from home days a month following 3 month introductory period, and additional Sunday hours available paid at time and a half. You may purchase several AFLAC plans at the library's rate with a pre-tax deduction. Paid MLA membership, annual attendance at statewide conferences, and national conference attendance offered on rotation.

Position is available at 20, 25 or 30 hours a week. Please indicate your availability and interest in your cover letter. Send your cover letter, resume, and application (available at www.cromaine.org/job-board) by Monday, February 6th to: drandolf@cromaine.org. Subject line should include: PT Youth Librarian Search {Your Last Name}.