



**Harrison Township Public Library**  
**38151 L'Anse Creuse**  
**Harrison Township, MI 48045-1996**

**Position: Youth Services Specialist, Part-time, 15 hours per week**  
**Reports to: Library Director or other staff as assigned**  
**Hourly rate: \$20.00 per hour for successful Master's Degree candidate**  
**Start date: Interviews to begin immediately. Position expected to begin after July 13.**

The Harrison Township Public Library is transitioning from a volunteer-run institution to a staff-led organization. HTPL is seeking a number of personable, enthusiastic individuals to join us on this journey. Get in on the ground floor of a growing library!

The Youth Services Specialist is crucial to HTPL's program of public service. Duties include:

- Planning and implementing innovative children's programs at HTPL and offsite as required
- Developing Youth print, audio-visual, and digital collections including ordering and weeding
- Providing computer assistance including but not limited to Microsoft Office, email, online searches, printing using our print management system, and social media
- Assisting patrons with Overdrive ebook and audiobook download service, the Library's in-house OPACs, MeLCat, and MeL databases
- Staffing the Circulation Desk including patron check-out
- Processing library materials
- Collecting/negotiating fines and fees
- Other tasks as assigned

**Minimum qualifications:**

- Masters degree in Library Science or its equivalent from an ALA accredited school preferred, will consider non-MLIs applicants for this position
- Demonstrated knowledge of children's programming and materials
- Positive, proactive customer-oriented attitude
- Excellent verbal and written communications skills
- Computer proficiency including Windows Operating System, Microsoft Word, Excel, PowerPoint, Publisher, online services such as Overdrive and MEL, web utilities including email and searching
- Flexibility in scheduling including nights and weekends
- Ability to lift 25 pounds, stand for extended periods of time, kneel, and crouch

**Preferred qualifications:**

- Successful experience with Youth Services programming and collection development
- Customer service experience

Please submit resume, cover letter, and three professional references to (**email preferred**):

**Harrison Township Public Library**  
**Attn: Dan Hutchins, Director**  
**38151 L'Anse Creuse Street**  
**Harrison Township, MI 48045**  
**[dhutchins@htplib.org](mailto:dhutchins@htplib.org)**

Applications available at: [www.harrison-township.org/resources/employment/docs/General\\_Application.pdf](http://www.harrison-township.org/resources/employment/docs/General_Application.pdf)

*Current HTPL volunteers and those with previous library experience will receive first consideration.*

**Telephone: 586-329-1261**

**Website: [htplib.org](http://htplib.org)**

**LIBRARY  
DIRECTOR**

Dan Hutchins

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