

# CIDL

CLARKSTON INDEPENDENCE  
DISTRICT LIBRARY

Innovate. Enrich. Educate.

t 248.625.2212

f 248.625.8852

6495 Clarkston Road  
Clarkston, MI 48346

## Part-time Children's Librarian

The Clarkston Independence District Library seeks an enthusiastic, organized individual to join a positive, team-oriented work environment.

**Salary:** \$18.00-\$24.00 per hour (depending on qualifications)

**Hours:** 18-27.5 hours per week; **weekends required**

### Primary job duties:

#### Duties include, but are not limited to:

- Initiates, plans, and conducts a variety of programs and activities geared toward youth
- Provides direct assistance to patrons at the Information Desk, regarding use of library material, equipment, and services
- Collection Development
- Maintains and cultivates relationships with parents and other family members, the public, schools, teachers, other libraries, and professional organizations
- Attends and participates in staff meetings and discussions; acts as a positive force on the Youth team
- Perform other library duties as assigned

### Qualifications:

- Master's degree in Library and Information Science or significant completion thereof
- Professional and enthusiastic attitude towards providing public library service to patrons of all ages
- Experience working with children ages 0-18
- A desire to serve the public in a positive manner
- Familiarity with popular reading materials and genre collections
- Strong oral and written communication skills
- Ability to establish and maintain effective working relationships
- Knowledge of Integrated Library systems, Polaris preferred
- Familiarity with electronic databases and MeL resources
- Knowledge of popular office computer programs
- Ability to lift, push and/or pull at least 20 pounds
- Flexibility to work varied hours

**Reports to:** Head of Children's and Teen Services

**Send cover letter, resume, and contact information for three references by email to:** [carrm@cidlibrary.org](mailto:carrm@cidlibrary.org)

Attention: Manda Carr, Head of Children's and Teen Services

Clarkston Independence District Library  
6495 Clarkston Road, Clarkston, MI 48346

**Deadline for applications:** 5:00pm – Friday, August 13, 2021

An Equal Opportunity Employer