

# **MOUNT CLEMENS PUBLIC LIBRARY**

## **Job Description**

**JOB TITLE:** Youth Services Librarian  
**HOURS:** Part time, 30 hours per week  
**REPORTS TO:** Head of Youth Services  
**SALARY:** \$20 to \$25 per hour plus PTO accrual

### **NATURE AND SCOPE OF POSITION:**

Under direction of the Head of Youth Services, the Youth Services Librarian will provide direct and varied patron services, including but not limited to planning and implementing dynamic programming, curating and providing access to high quality relevant materials, resources and services, and creating a safe, welcoming and stimulating environment.

### **SPECIFIC DUTIES:**

- Provide prompt, courteous, and direct assistance in the library setting
- Develop and implement technology, science, and engineering programming that utilizes the library's makerspaces and technological resources.
- Curate and maintain developmentally appropriate digital resources and services that encourage exploration and development, and develop digital literacy.
- Utilize technology with children to enhance communication and literacy skills, and engage in learning and recreational opportunities.
- Advise and instruct children in their use and evaluation of physical and digital resources.
- Keep current with technological advances and digital resources of interest to children.
- Provide reference and reader's advisory services.
- Provide general supervision and oversight of the children's library space.
- Engage with parents, educators and other youth-serving community agencies.
- Actively reach out to non-library users within the community.
- Develop and pursue long range goals in conference with community needs, state and national trends, the Youth Services Department, and the Library Board.

### **JOB REQUIREMENTS:**

- ALA-accredited MLS degree
- Knowledge of current library trends that affect 21st Century Library Services
- Knowledge of standard public library services, both print and electronic
- Demonstrated effective working relationships with superiors, subordinates, associates, officials, and other agencies.
- Experience with automated library systems
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups.
- Good public service attitude
- Demonstrated oral and written communication skills

**DESIRED CAPABILITIES:**

- Experience with Innovative Polaris integrated library system
- Ability to create an environment that embraces the flexible and changing nature of Childrens' entertainment, technological and information needs
- Knowledge of Children's literature in traditional and emerging formats
- Knowledge of library reference tools and services
- Passion for and desire to work with children in a public library setting
- Familiarity with the developmental needs of children
- Experience supervising daily operations of a facility and/or serving as a direct supervisor to assigned staff.

To Apply:

Send resume and cover letter to [kbarnes@mtclib.org](mailto:kbarnes@mtclib.org)

The Mount Clemens Public Library does not acknowledge receipt of applications.

The Mount Clemens Public Library is an equal opportunity employer.