PUBLIC LIBRARIES OF SAGINAW

Part-Time Library Assistant (25 hours/week)

Butman-Fish Library, Children's Department

We are looking for an enthusiastic, imaginative, self-motivated, capable individual who relates well with children and who would be able to perform the following duties:

- Plan, organize and carryout children's programming which includes storytelling, puppet shows, crafts and STEM programs
- Answer reference questions and provide assistance to children, parents, students and care-givers
- Assist with collection development and maintenance of all juvenile collections
- Interact with and help plan library services with various community organizations and schools
- Collaborate with other Children's and Teen Services employees
- Other duties as assigned

Ability to work well with patrons and other staff is required. Must be enthusiastic about children's library services, children's literature and truly enjoy working with children. Working some evenings and Saturdays will be required.

Education and Compensation

Library Assistant
Position requires a four-year college degree with applicable experience
$19.84 - $25.77 per hour in six annual steps

DEADLINE: December 4, 2024

The Public Libraries of Saginaw employment application may be found on the Library's website at https://www.saginawlibrary.org/about/employment-volunteer-opportunities.

Please send your cover letter, resume and completed library application to Maria McCarville at mmccarville@saginawlibrary.org. EOE

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