

The Commerce Township Community Library is seeking applicants for the position of Youth Services Program Specialist. This is a part-time position of 28 hours/week which, under the supervision of the Youth & Teen Services Manager, provides library services for children and teens, develops and provides youth programming and outreach; performs professional work in reference, reader's advisory, or other areas as assigned.

Applicants for this position should possess an MLS/MLIS and the ideal candidate will enjoy both people and literature; be creative, energetic and flexible; be an effective communicator; have knowledge of the Every Child Ready to Read initiative; be comfortable with technology; be well organized and capable of working independently, and have an excellent background in children's literature.

Commerce Township Community Library is new and growing. Compensation for 28 hours/week is \$15.00/hour. Some weekends and evenings required. If interested please submit a cover letter, resume, and Commerce Township application form, To Connie Jo Ozinga, Library Director at cjosinga@commercelibrary.info or Commerce Township Community Library, 2869 North Pontiac Trail, Commerce Township, Michigan, 48390. For application forms and full job description see <http://www.commercelibrary.info/jobs>.

New graduates are encouraged to apply.

Preference will be given to applications received prior to September 26, 2014.

Job Title: Youth Services Program Specialist
Department: Library
Reports To: Youth Services Manager
FLSA Status: Exempt

Essential Duties and Responsibilities include the following.

Plans, prepares, presents and assists in the planning, preparation and presentation of children's programs including, but not limited to, storytimes, community outreach, book discussions, and Summer Reading Programs, as well as other programs including, but not limited to, craft programs, movie events, technology-related programs and holiday events. Develops and conducts programs for children and caregivers which encourage reading, viewing, and listening skills and the use of the library facilities and materials.

Assists library patrons of all ages at Youth Services reference desk with reference, reader's advisory, library use, program registration and computer/technology questions (public computer use, WiFi, printing, ereaders, scanners, MP3 players and more).

Explains library policies and procedures to the public.

Publicizes library materials and activities through displays, bibliographies, brochures, news releases, newsletters, etc.

Conducts daycare, scout, school and other group field trips.

Assists other departments as required.

Attends staff meetings as well as professional meetings and workshops to remain current in field.
Participates in professional library organizations.

Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by persons assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Supervisory Responsibilities none

Qualifications

- Master's Degree in Library Science from ALA Accredited School
- Eligible for Michigan Public Library Certification
- Knowledge and appreciation of literature for children.
- Knowledge of and facility with current technology trends as they relate to children and libraries.
- Skill in planning and presenting developmentally appropriate programs for children, birth through age 12.
- Ability to establish and maintain effective interpersonal relations with children, their caregivers, and other professionals who work with children.
- Ability to deal tactfully and courteously with the public
- Ability to establish and maintain effective working relationships with co-workers.
- Ability to communicate effectively orally and in writing.
- Ability to present ideas and to provide instruction.
- Facility with a variety of standard computer applications and online searching tools.
- Ability to maintain accurate files and records.
- Ability to perform accurate mathematical computations.
- Requires physical ability and strength to bend, reach, lift, and carry (up to 25 lbs.) over 60% of the time; and extensive use of a computer terminal.
- Willingness to maintain a flexible schedule in order to implement programming.

Language Skills

Ability to read, analyze, and interpret general business and professional periodicals, as well as governmental regulations. Ability to write reports, and business correspondence. Ability to communicate effectively and present information to residents.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.