



EMPLOYMENT OPPORTUNITY

The Bloomfield Township Public Library is looking for an enthusiastic, energetic person committed to high quality public Library service to children and caregivers. The Bloomfield Township Public Library is a class V Library, with a service population of 44,000+ people. There is strong community support for the Library, its collections, services and programs offered. The Library promotes inclusivity in the diverse collections and programs available to all ages and abilities. The successful candidate will have a strong commitment to provide quality public service and the desire to work in a collaborative, team environment.

POSITION TITLE: **Early Childhood Specialist**

DEPARTMENT: **Youth Services, reporting to Department Head**

HOURS:

Part-time, 20 hours weekly, will include occasional evenings, weekends, and occasional Friday after-hours special events. Sunday hours are paid at time and one-half.

WAGES & BENEFITS:

\$ 20.03 – 26.47 per hour with increase possible upon successful completion of three-month orientation. Pro-rated paid time-off benefits include vacation, sick, holiday, personal business, and emergency time. Term life and disability income insurance provided. Employee Assistant Program (EAP).

RESPONSIBILITIES:

- Assist with coordination of early child programming and play area in the Youth Room.
- Develop, plan, and present story times, focusing on birth – 2 years and their caregivers.
- Promote Library services to youth by visiting local preschools and community partner events.
- Assist in the planning and preparation of early literacy activity kits and activity calendar.
- Prepare activities and supplies for Independent Activity Station in Youth Room.
- Perform other duties as assigned.

REQUIREMENTS:

MINIMUM:

- Bachelor's Degree in education or early childhood development, OR a closely related field and one (1) year of experience in early childhood education.
- Dedication to inclusive library service of a diverse population.
- Experience working with young children.
- Flexibility with scheduling. Evening or weekend hours may occasionally be required.
- Broad knowledge of current trends and best practices in early child programming.
- Ability to lift, bend, stoop, push, and pull equipment or carts weighing up to 20 pounds with reasonable accommodations as needed.

- Ability to visually review materials, to discern vocal and audible tones, to communicate over the telephone, and to provide clear verbal and written directions with reasonable accommodations as needed.

DESIRABLE:

- Recent public library, daycare, or preschool work experience.
- Familiarity with children's literature.
- General knowledge of early literacy best practices.
- Coursework related to childhood development.

APPLICATION: Due Monday, July 31, 2023

- resume
- cover letter
- completed library application form

The application is available at the Welcome Desk and on the Library's website at btpl.org/about-us/employment-volunteer/

Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302
Email: careers@btpl.org
Fax: (248) 258-2555

Applications can also be delivered to the Library in person.

*Bloomfield Township Public Library sparks curiosity and imagination by connecting the community to resources, technology, and support.
For more information about the Library, visit our website: www.btpl.org*