

Lyon Township Public Library Job Posting
Part-Time Youth Program Assistant

Schedule: Part-time permanent position: 25-29 hours/week, including weekends and evenings
Pay: \$19.00/ hr
Benefits: Paid holidays, pro-rated paid time off, amazing co-workers
Applications due: July 24, 2026
Starting date: ASAP

The Lyon Township Public Library is searching for a Youth Program Assistant to join our staff. With the opening of our brand-new library on June 1, 2026, we are in a position to grow our team to serve the needs of our community in a larger facility in southwest Oakland County where we serve 25,000 residents. We are eager to bring someone on board who has a love for children, and is ready to create and implement innovative and exciting programming for the youth of Lyon Township. Under the supervision of the Youth Services Manager, the Youth Program Assistant will help to create, organize and implement programs and outreach for ages 0-17. These programs may include but not be limited to storytime, stay and play, book clubs, age-specific, and seasonal events. We are seeking an energetic and enthusiastic person with a good sense of humor and focus on excellent customer service.

Typical Duties

- Plans, promotes and implements programming for ages 0-17 and their caregivers in coordination with other Youth Services staff
- Provides direct service to members of the public at information desks, performing reference, reader's advisory, and technology assistance for all ages
- Actively promotes the library in the community, representing the library at community events, and giving presentations to school and community groups including outreach storytimes at area preschool centers
- Other duties as assigned

Required Qualifications and Abilities

- Bachelor's degree required.
- Experience in presenting age-appropriate programs for children and teens aged 0-17 years
- Strong positive interpersonal, organizational and time management skills
- Ability to communicate effectively, both orally and in writing
- Excellent customer service philosophy
- Ability to serve library patrons efficiently and effectively at information desks
- Ability to use good judgement, initiative and resourcefulness with fellow employees and the public
- Ability to effectively use and teach current technology to patrons of all ages
- Ability to work independently as well as a part of a team
- Excellent understanding of library policies, procedures, philosophy and public service values
- Ability to maintain composure in stressful work situations
- Knowledge of CARL integrated library system preferred
- Sense of humor a must.

The above is intended to describe the major responsibilities and requirements for this position. It is not an exhaustive statement of all duties, responsibilities or requirements.

Applications: Please send a cover letter, resume and three professional references to Jocelyn Levin, Youth Services Manager, at jlevin@ltpl.org by 5pm, Friday, July 24, 2026.