

# Richland Community Library

8951 Park Street Richland, MI 49083 (269) 629-9085



## **Employment Opportunity**

**Richland Community Library is seeking someone to join our amazing staff as an assistant programming and patron services employee. If you love libraries, children and young adults, love customer services and planning programming, this is your opportunity:**

### **Programming Duties:**

- Assist to organize and implement services for the library's youth patrons, including teen-focused programs and the Teen Advisory Board (TAB)
- Oversee recruitment and training of TAB volunteers
- Create displays for the Youth Services
- Promote the Teen Advisory Board and its activities in the community via social media and other platforms
- Manage portions of the programming budget as assigned
- Establish and maintain collaborations between youth library services/programs and the community by acting as a liaison with community partners
- Keep library staff informed of youth patron issues and activities
- In collaboration with other staff, seek and write grants for programming
- Remain aware of current trends through participation in user groups and attendance at conferences, workshops and meetings
- Participate in work committees and teams
- Perform related work as required and assigned.

### **Patron Service Duties:**

- Communicate positively with customers and staff in a cheerful manner
- Provide excellent service to library patrons
- Assist patrons with computer, printing, faxing/copier, and other general tasks or requests
- Sort and shelf library materials and maintain a welcoming appearance in the library
- Refer patrons to books or library resources to further their reading interests
- Provide patron reference and reader advisory services, perform on-line searches; answers questions in person, over the phone and through electronic formats
- Process new patron cards and orient these new patrons to the library
- Learn to accurately process new materials for the library

### **Training/Qualifications:**

- Bachelor's Degree preferred
- Demonstrate a strong attention to detail, with excellent organizational skills
- Demonstrate a willingness to learn new technology, including library technologies
- Display initiative and problem-solving skills

### **Experience:**

- Minimum one year experience in a public library setting, preferably in a customer service or programming role OR any equivalent combination of training and experience that provides evidence the applicant possesses the required knowledge, skills and abilities.

**RESUME COVER LETTER: Due Friday, October 18, 2019** Please submit materials to: Karen McConnell, Director, Richland Community Library 8951 Park Street, Richland, MI 49083 **OR** Email (PDF format) [kmccconnell@richlandlibrary.org](mailto:kmccconnell@richlandlibrary.org)