

CIDL

CLARKSTON INDEPENDENCE
DISTRICT LIBRARY

Innovate. Enrich. Educate.

t 248.625.2212

f 248.625.8852

6495 Clarkston Road
Clarkston, MI 48346

Part-time Programming Aide Intern

Salary: \$11.00- \$16.00 per hour depending on experience

Hours: 15-27.5 hours per week

Primary job duties:

Duties include, but are not limited to:

- Planning, preparation and facilitation of programs for children from birth to age 12
- Promotion of collections through creation of displays
- Perform other library duties as assigned

Qualifications:

- Current enrollment in an undergraduate or graduate education or library science program
- Professional and enthusiastic attitude towards providing public library service to patrons
- Experience working with children
- A desire to serve the public in a positive manner
- Familiarity with popular reading materials and genre collections for youth
- Strong oral and written communication skills
- Ability to establish and maintain effective working relationships
- Knowledge of Integrated Library systems, Polaris preferred
- Knowledge of popular office computer programs
- Ability to lift, push and/or pull at least 20 pounds
- Flexibility to work varied hours

Reports to: Head of Children's and Teen Services

Send cover letter, resume, and contact information for three references by email, mail or fax to:

Tracy Bedford, Head of Children's and Teen Services

Clarkston Independence District Library

6495 Clarkston Road, Clarkston, MI 48346

bedfordt@cidlibrary.org

Fax: 248.625.8852

Deadline for applications: June 23rd at 5:00pm

An Equal Opportunity Employer