

## Lenox Township Library

### Part-time Children's Librarian

#### Job Description

The person in this position will assist in the daily operations of the library, plans and implements library programs for children and teens and assist the general with questions and complaints.

This is a 15-20 hour per week position which includes nights and Saturday.

The person in this position works under the supervision of the Director of the Library.

#### Essential Duties and Responsibilities

- Responsible for the selection and maintenance of the juvenile and young adult fiction and nonfiction collections.
- Plans, organizes, publicizes and implements children's programs.
- Provides computer and internet training to the public.
- Assists the director in promoting the use of the library through displays, talks and going out into the community.
- Performs a variety of duties to include the circulation of materials, reader's advisory and reference.
- Assists staff in the performance of their duties as required.
- Other duties as assigned.

#### Qualifications

- Masters Degree in Library and Information Sciences from an ALA accredited college or university. Will consider students participating in an accredited program.
- Interest and initiative in providing and promoting library service to the public.
- Proficient in the use of computer applications including Microsoft Office products.
- Adaptability and ability to work effectively under pressure.

#### Salary and benefits

This position starts at \$15.00 per hour and includes paid vacation after one year.

Please submit letter of interest, resume and three professional references by June 16, 2017 to

Karen White-Owens  
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Lenox Township Library  
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