



Position: Youth Programming Assistant, Part-time

Here is your opportunity to work at a great library with a fun staff. Join our team and work collaboratively to provide story times for children and families both in the library and through outreach. Support the Library's goals of providing quality programs for infants through tweens.

Primary Duties & Responsibilities:

1. Plan, prepare, and execute weekly story times (with the assistance of the Youth Librarians) including the gathering of necessary resources, development of weekly themes, and designing weekly handouts.
2. Assist in the planning, preparation, execution, and evaluation of various programs for Youth and Tweens including the promotion of Library services and programs by visiting schools, participating in community events, and partnering with community groups.
3. Create displays for Youth area that are of interest to children and their parents/caregivers providing a welcoming and engaging atmosphere.
4. Develop professionally, on a continuing basis, by expanding knowledgebase and skill set in the field of early childhood development.
5. Provide readers' advisory service to youth and teens, and their parents.

Other Duties & Responsibilities:

1. Ability to adapt and respond to multiple priorities, interruptions and demands, and resolve problem situations in a positive manner.
2. Work positively and collaboratively across departments to accomplish department goals.
3. Communicate effectively with patrons, co-workers, and professional colleagues.
4. Perform other duties as assigned.

Job Qualifications:

1. Bachelor's Degree in Education preferred.
2. Knowledge of youth literature.
3. Experience in youth and tween programming.
4. Dedication to public service.
5. Enthusiastic, friendly, approachable, and creative.
6. Strong organizational skills and attention to detail.
7. Knowledge of Internet and computer related technology.
8. Excellent oral and written communication skills.

Working Environment:

1. Physical mobility, vision, hearing, and manual dexterity essential.
2. Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 50 pounds; operating assigned equipment; picking up litter; spreading ice melt.
3. Evening and weekend hours are required.

Salary: \$13.71 per hour

Hours: 23 hours per week – Suggested Schedule:

- Monday, 9 a.m. – 3 p.m.
- Tuesday, 9 a.m. – 2 p.m.
- Wednesday, 9 a.m. – 3 p.m.
- Friday, 9:30 a.m. – 3:30

Benefits: Time benefits (vacation, personal business, and sick) based on a part-time employee formula.

Application:

- Resume, cover letter and application required
- Available at: <http://www.novilibrary.org/About-Us/Employment-Volunteering.aspx>
- Send to: Marcia Dominick, Administrative Assistant
Novi Public Library
45255 W. Ten Mile Road
Novi, Michigan 48375
- E-mail: mdominick@novilibrary.org

Deadline: Until filled