

Thomas Township Library

8207 Shields Drive
Saginaw, MI 48609
989 781-3770

Job Posting

The Thomas Township Library is seeking a full-time **Youth Services Librarian**. This employee is responsible for planning and implementing activities, services and programs for children and adults. This includes, but is not limited to, weekly story times, seasonal crafts, the summer reading program and special events. In addition, this person is required to prepare and conduct the monthly adult book discussion group. Collection development tasks consist of selecting, purchasing and cataloging children and teen materials, and overseeing the relevancy of the collection. This position requires assisting with circulation tasks, preparing overdue notices and processing interlibrary loans. Advising patrons in the use of the online public access computers, providing readers' advisory help and fulfilling reference inquiries is essential. This staff member also provides assistance in the supervision and training of the support staff. This diverse position requires a person that enjoys interacting with the public. In the absence of the Director, the Youth Services Librarian is accountable for the daily operations of the Library.

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.

Minimum requirements:

- Bachelor's Degree in a related field, MLS Degree preferred
- Library of Michigan Certification or willingness to obtain certification
- Documented experience working with children
- Possess a strong commitment to public service and literacy
- Knowledge of current library principles and practices
- Knowledge of current children's services and literature
- Ability to produce written news releases promoting programs and services
- Ability to meet deadlines
- Skill in operating office equipment, computer equipment and software, especially Microsoft Office
- Skill in navigating the Internet, using email and creating content using social media
- Available to work regularly scheduled days, evenings and weekends

A background check and drug testing is required before the selected candidate can be fully employed.

The annual salary will be commensurate with education and experience. Additional benefits include health/dental/vision insurance, PTO and sick hours.

Please submit cover letter and resume to the Thomas Township Library, 8207 Shields Dr., Saginaw MI 48609 by August 17th, 2018.