

J O B P O S T I N G
YPSILANTI DISTRICT LIBRARY
Part-Time Outreach Services Para-Professional

DATE: September 7, 2017

POSITION: Outreach Services Para-Professional (.5 FTE, 20 hours per week)

NATURE OF WORK:

Para-professional duties as assigned by Head of Outreach Services. Typical duties may include, but are not limited to:

- Supports delivery of reference, information and reader's advisory services for library patrons of all ages.
- Assists patrons in use of computers and other library technology.
- Participates in storytimes, library program planning, and special projects as assigned.
- Assists with collection development projects.
- Performs circulation duties.
- Represents YDL at community events by distributing information and speaking about the Library.
- Contributes to the smooth operation of the Bookmobile and YDL – Superior Township.

QUALIFICATIONS:

- Associate's Degree. Public library experience preferred.
- Excellent communication and interpersonal skills.
- Strong commitment to public service excellence.
- Ability to function in a professional manner, work independently, and use good judgment.
- Flexible and dependable.
- Enthusiastic, positive team player.
- Experience working with diverse populations.
- Proficiency in using computers and Internet.
- Demonstrated knowledge of library resources and ability to locate library materials.

HOURS:

Part-time, 20 hours per week (including regularly scheduled evenings and weekends).

SALARY/BENEFITS:

Hourly wage starting at \$14.36. Pro-rated paid time off and paid holidays. Employer paid retirement contribution after one year of service. This position is part of the AFSCME union bargaining unit.

TO APPLY:

Send resume, cover letter, & application form
(available at www.ypsilibrary.org) by Monday, September 25, 2017 to:

Human Resources
Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, Michigan 48197

Ypsilanti District Library is an equal opportunity employer.