



**Cromaine District Library
Hartland, Michigan**

**Teen Services Librarian – 30 Hour Position
Starting range: \$20-22 hourly**

SUMMARY: The Youth & Teen Services Department is seeking a dynamic, enthusiastic, organized individual with a strong commitment to public service. An ideal candidate should be creative, have an awareness of teen and youth literature and popular reading trends, and be excited to grow, learn, and share knowledge in a team-based environment.

BENEFITS: Paid time off, plus holidays, paid birthday off, two work from home days a month following introductory period, and additional Sunday hours available paid at time and a half. We pride ourselves on Professional Development at Cromaine, and also offer national conference attendance in rotation, paid MLA membership, and annual attendance at statewide conferences.

REPORTS TO: Youth & Teen Services Manager

DUTIES AND RESPONSIBILITIES:

- Provide positive and personalized reference assistance and reader's advisory to patrons of all ages in-person, by phone, and via email and chat.
- Design, conduct, and evaluate teen programming and other events for patrons of all ages.
- Conduct collection development and management for teen fiction, teen non-fiction, and teen graphic novels.
- Instruct the public in the use of the library, its materials, and the online catalog on computers and other devices.
- Assist in training and overseeing teen volunteers.
- Request materials for patrons through our shared network or MeL as needed.
- Collaborate with other staff to plan and implement a variety of events and initiatives.
- Create bibliographies, blog posts, podcasts, and displays to promote library collections and services.
- Provide community outreach and build relationships with schools and other local organizations through off-site programming and other events.
- Stay abreast of emerging library trends and services through professional journals, continuing education, and networking.
- Assist other departments as needed, and performs other duties as assigned.

QUALIFICATIONS:

- Master's degree, or 30 credit hours towards the degree, from an ALA-accredited program required
- Library of Michigan certification level 1 or 2, or ability to obtain certification
- Experience providing public library services to children preferred

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WWW.CROMAINE.ORG



SKILLS & ABILITIES:

- Genuine interest in providing superior public service.
- A passion for serving teens as well as children and families.
- Broad knowledge of youth and teen literature, media, and trends.
- Ability to lead virtual, as well as in-person programming.
- Ability to use a variety of technologies, including operating systems, ILS, as well as varied software and applications and conduct basic troubleshooting.
- Ability and desire to achieve and maintain cooperative and effective relations with members of the public and other employees.
- Ability to work independently and take initiative.
- Excellent time management skills.
- Display critical thinking skills and be detail-oriented.
- Excellent written and oral communication skills in English.
- Must be able to make decisions in situations dealing with library security, emergency procedures, and conflict resolution.
- Willingness to maintain a flexible schedule, including weeknights and weekends.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to talk or hear, and occasionally required to travel to other locations. The employee is frequently required to sit, stand, walk, reach with hands and arms, use hands to finger, handle, or feel, and stoop, kneel, or crouch. The employee regularly must lift and/or move moderately heavy objects, including shelving carts. Specific vision requirements of the job include near vision, distance vision, color vision, and peripheral vision.

Send your application (available at www.cromaine.org/job-board), resume, cover letter, and contact information for two professional references to drandolf@cromaine.org. Applications accepted until filled.