Employment Opportunity

Position: Youth Services Librarian
Part-time, professional position

Pay rate: MLIS degree: $18 - $21 an hour to start based on experience and education
Student in MLIS program: $15 an hour to start.

Hours: 20-28 hours per week, including evening and Saturday hours. Set schedule with the possibility of additional substitute hours. We are closed on Sundays.

Benefits: Pro-rated vacation, sick and personal business leave

Responsibilities:
• Offer excellent customer service focusing on youth services
• Provide reference and readers’ advisory services
• Purchase and maintain assigned print and digital collections with a generous budget
• Collaborate with other staff to plan and implement a variety of programs and events
• Maintain and update social media and website content
• Contribute to outreach with area schools
• Follow and apply all library rules, policies, procedures and patron privacy laws
• Perform other duties as assigned

Qualifications:
• ALA-accredited MLIS degree or significant progress in MLIS program
• Enthusiasm for youth and commitment to public service excellence
• Ability to provide professional reference and readers’ advisory assistance
• Computer literacy and an ability to provide technology instruction
• Ability to work effectively with the public and other library employees
• Strong interpersonal, communication and technology skills
• Public library experience preferred

Closing Date: Applications received on or before August 3, 2019 will be given first consideration. Interviews will be held the following week.

Application: Cover letter, resume and completed application form that is available at https://www.whitelakelibrary.org/whitelake/documents/app.pdf

Email or send to: Leah Martin Kenney
Head of Youth Services
White Lake Township Library (new building location)
11005 Elizabeth Lake Road
White Lake, MI 48386
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The White Lake Township Library is an equal opportunity employer