

**J O B   P O S T I N G**  
**Y P S I L A N T I   D I S T R I C T   L I B R A R Y**  
**Part-Time Para-Professional -- YDL-Whittaker Youth Department**

**DATE:** September 11, 2020

**POSITION:** YDL - Youth Department Para-Professional (.5 FTE, 20 hours per week)

**ABOUT THE YDL-WHITTAKER YOUTH DEPARTMENT**

The Youth Department is a team of six who strive to engage youth from birth through high school and their families at the library and beyond, by inspiring a love of learning and providing easy access to information and diverse ideas through our collections, technology, programs, and community connections. We plan programs and develop collections and play spaces at the YDL-Whittaker location, but we also work closely with the Outreach Department to serve families at schools and local organizations throughout the community. We focus on early learning, hands-on STEAM, creating a welcoming, inclusive environment, and elevating youth voices.

**ABOUT THE POSITION**

The ideal candidate for this job will be passionate about serving the community and empowering kids and parents. Para-professional duties assigned by the YDL-Whittaker Youth Department Manager will include but are not limited to the following:

- Helping kids and parents find books and information in the Youth Department.
- Assisting families in the use of computers, iPads, digital books, and other library technology.
- Supporting librarians' collection development work by creating book lists and displays, finding books requested by patrons, and helping create kits with educational toys and books.
- Planning and leading library programs, including storytimes, for kids and families.
- Attending department meetings to help set team goals and develop new services to meet community needs.
- Completing special projects as assigned.
- Forming and maintaining community partnerships to better serve families.

**QUALIFICATIONS**

- Associate's Degree or equivalent. Formal training in a child-related field or experience working with youth desired.
- Demonstrated ability to work with families and youth from diverse populations.
- Excellent oral and written communication skills and interpersonal skills.
- Strong commitment to providing quality customer service.
- Ability to function in a professional manner, work independently, and use good judgment.
- Enthusiastic and dependable team player.
- Creative problem solving skills and flexibility to adapt to changing community needs.
- Proficiency with technology, including Microsoft Office and social media tools.
- Strong desire to engage, nurture, and mentor children birth-18, their parents, caregivers and teachers.
- Ability to organize, prioritize, and coordinate multiple tasks.
- Knowledge of children's literature, youth development, and early learning concepts desired.

**HOURS**

Part-time, 20 hours per week (including regularly scheduled evenings and weekends). Hours are flexible and some work can be done remotely during the COVID-19 pandemic. The library is currently maintaining the safety of employees by requiring masks and social distancing, and providing curbside patron services while closed.

**SALARY/BENEFITS**

Hourly wage starting at \$14.72. Pro-rated paid time off and 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](http://www.ypsilibrary.org)) by Tuesday, September 29, 2020 to:

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

or [lisa@ypsilibrary.org](mailto:lisa@ypsilibrary.org)

*The Ypsilanti District Library is committed to creating and sustaining a diverse workforce, and proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, or age. YDL has an internal workgroup dedicated to equity, diversity, and inclusion, with the goal of a diverse workforce that is representative at all job levels, of the citizens we serve, to support a more equitable future for all.*