

BRIDGMAN PUBLIC LIBRARY
PUBLIC POSTING

POSITION: **YOUTH SERVICES / LIBRARY CLERK**

HOURS:

- *Minimum 25 hours per week, including days, evenings and Saturdays (schedule relative to library hours and needs.*
- *Twelve month work year.*

GOALS:

- *Under the supervision of the Library Director, coordinates and implements a variety of youth, tween and teen services including programming and / or reference functions.*
- *Promote reading and awareness of the Library by creating a synergy with local schools and organizations.*
- *Learn all front desk duties.*

QUALIFICATIONS AND DUTIES:

- *Must be 18 years of age or older with high school diploma or equivalent.*
- *Strong computer and technology skills.*
- *Strong oral and written communications skills.*
- *Self motivated and creative.*
- *Energetic and enthusiastic about working with children, tweens and teens.*
- *Make recommendations for print, audio and electronic materials for youth.*
- *Other duties as assigned.*

PHYSICAL REQUIREMENTS:

- *Ability to bend and stoop repeatedly or continually over time.*
- *Requires frequent lifting and carrying of library materials, pushing and pulling of book cart, moving objects weighing in excess of 25 pounds, lifting arm above shoulder level to shelve books weighing up to three (3) pounds.*
- *Remain in standing position for extended period of time.*
- *Ability to see, hear and speak clearly.*

BENEFITS:

- *Following the successful completion of a 90 day training/probationary period:*
 - *Vacation and holiday pay, personal day.*
 - *Paid life insurance with ad&d.*

WAGES: *Wages commensurate with experience.*

APPLICATION: *Send or bring completed application to:*

*Gretchen Evans, Library Director
Bridgman Public Library
4460 Lake Street
Bridgman, MI 49106*

Email to: gretchen@bridgmanlibrary.com

Applications available at: <http://bridgmanlibrary.org/bridgman/documents/libraryapplication.pdf>

Bridgman Public Library is an Equal Opportunity Employer. All personnel actions, including hiring, promotion, training and benefits are administered without regard to race, color, creed, sex, age, national origin or disability.