



Clarkston Independence District Library
6495 Clarkston Road
Clarkston, Michigan 48346

Job Announcement
Part-time Programming Aide Internship

Hours: 15-20 hours per week – internship limited to 3 year length

Salary: \$9.00- \$15.00 per hour depending on experience

Primary job duties:

Duties include, but are not limited to:

- Planning, preparation and facilitation of programs for children from birth to age 12
- Promotion of collections through creation of displays
- Perform other library duties as assigned

Qualifications:

- Current enrollment in an undergraduate or graduate education or library science program
- Professional and enthusiastic attitude towards providing public library service to patrons
- Experience working with children
- A desire to serve the public in a positive manner
- Familiarity with popular reading materials and genre collections for youth
- Strong oral and written communication skills
- Ability to establish and maintain effective working relationships
- Knowledge of Integrated Library systems, Polaris preferred
- Knowledge of popular office computer programs
- Ability to lift, push and/or pull at least 20 pounds
- Flexibility to work varied hours

Reports to the Head of Children's & Teen Services

Send resume by email, mail or fax to:

Julie Meredith
Library Director
Clarkston Independence District Library
6495 Clarkston Road
Clarkston, MI 48346
juliem@indelib.org
Fax: 248.625.8852

Deadline for applications: Monday, April 14, 2014 at 5 p.m.

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