



Clarkston Independence District Library
6495 Clarkston Road
Clarkston, Michigan 48346

Job Announcement
Children's and Teen Services Librarian

The Clarkston Independence District Library is looking for an energetic, team-oriented part-time Children's and Teen Services Librarian with a strong commitment to public service. This person will provide information services to all ages and programming focused on the teen/tween population as well as occasional children's programming.

Hours: 27 hours per week

Salary: \$15.00-17.00 per hour depending on experience

Primary job duties:

Duties include, but are not limited to:

- Provides direct assistance to patrons with basic information regarding use of library material, equipment, and services at the combined youth/adult information desk.
- Responsible for collection development and collection maintenance for teen collections
- Maintains and cultivates contact with parents and other family members, the public, schools, teachers, other libraries, state and regional library associations, and other professional organizations
- Coordinates activities of volunteers assigned to tweens/teens
- Initiates, plans, and conducts a variety of programs and activities to encourage the use of the library by young adults between the ages of 12 and 18, including but not limited to films, special events, reading clubs, and school and community outreach
- Attends and participates in staff meetings and discussions
- Is comfortable providing assistance for younger children's programs as needed
- Perform other library duties as assigned

Qualifications:

- Master's degree in Library and Information Science or significant completion thereof
- Professional and enthusiastic attitude towards providing public library service to patrons
- Experience working with children ages 0-18, with a focus on 12-18 year olds
- 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
- Strong organizational and planning skills with the ability to work independently and as a team member
- 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, including evenings and occasional weekends



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Reports to the Head of Children's & Teen Services

Send resume by email, mail or fax to:

Tracy Bedford
Head of Children's and Teen Services
Clarkston Independence District Library
6495 Clarkston Road
Clarkston, MI 48346
bedfordt@indelib.org
Fax: 248.625.8852

Deadline for applications: Monday, September 29, 2014 at 5 p.m.

An Equal Opportunity Employer