Alvah N. Belding Memorial Library

Job Announcement

**Youth Services Paraprofessional Position**

All applicants must present a combination of experience, education, skill, professional-development, and expertise that demonstrates the capacity to perform the duties of the position.

Position Summary: Under the general supervision of the Library Director, the incumbent: Plans and presents developmentally appropriate, fun, dynamic storytimes and programs for children and teens. Provides reference and readers/media advisory services and develops children's reading interests. Plans, schedules, conducts and evaluates children's programs, class visits, and summer reading program. Develops and maintains the library’s youth collection to meet the needs of the community; compiles reading lists and prepares book displays. Performs other related duties as assigned.

Required Qualifications: High School Diploma and experience working with children.

Desirable Qualifications: Bachelor’s degree and experience in a library setting. Ability to prioritize tasks and duties and work independently. High level of energy, self-motivation, and creativity. Strong familiarity with youth literature, current library trends, Internet, and Microsoft Office.

Schedule: Twenty-Two hours per week on a regular schedule. Must be able to work evenings and weekends, substitute for other staff, and attend meetings.

Mail or email resume and cover letter by March 20, 2015, to:

Deborah L. Jones, Director

Alvah N. Belding Memorial Library

302 East Main Street, Belding, Michigan 48809

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