



Position: Teen Space Monitor – Permanent Part-time

Join a team that is dedicated to informing, inspiring and including its teen community in the Novi Public Library experience.

Job Duties:

- Supervise teenagers (7th – 12th grades) in a controlled environment designed for socializing and small game interactions
- Build relationships with the teen community (grades 7th – 12th grades); engage teens in conversation, activities and city/library related events
- Have awareness for new/trendy activities, programming to meet the needs of the teen group
- Monitor teen behaviors to ensure safety and positive communications amongst peers; enforce Library Rules of Conduct and other Library policies as needed; assist with difficult teen interactions
- Respond to maintenance issues and emergencies in the teen space; report damage to Library building, equipment or furnishings

Job Requirements:

- Associates Degree (2years), experience working with students required
- Ability to take direction willingly
- Enthusiastic, friendly and approachable
- Knowledge of Internet and computer related technology
- Strong obligation to confidentiality
- Ability to adapt and respond to multiple priorities, interruptions and demands, and resolve problem situations in a positive manner
- Strong verbal, written, and interpersonal communication skills
- Physical mobility, vision, hearing, and manual dexterity essential
- Maintain physical condition necessary for sitting, standing, bending, and/or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone, lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart of up 500 pounds; operating assigned equipment; picking up litter; spreading ice melt
- Evening, weekend and some holiday hours are required
- Background check through Novi Community School District and Novi Public Library required prior to placement

Schedule:

- School Year: Late August – June

Hours: 15 hours per week

- Monday – Friday, 2 – 5 p.m.
 - Not scheduled on Library and/or school closings

Salary: \$10.52 per hour

Benefits: None

Application:

- Resume, cover letter and application required
- Available at www.novilibrary.org/libraryemployment.htm
- Send to: Marcia Dominick, Administrative Assistant
Novi Public Library
45255 W. Ten Mile Road
Novi, Michigan 48375
- E-mail: mdominick@novilibrary.org

Deadline: Monday, August 17, 2015, 5 p.m. or until filled