



Clarkston Independence District Library  
6495 Clarkston Road  
Clarkston, Michigan 48346

The Clarkston Independence District Library is looking for a motivated and enthusiastic individual to join our library team as a Part-Time Programming Aide Intern for the Children's and Teen Services Department. Below please find the job description and qualifications.

## **Part-time Programming Aide Intern**

**Salary:** \$11.00- \$16.00 per hour depending on experience

**Hours:** 10-27.5 hours per week – internship limited to 2 year length

### **Primary job duties:**

Duties include, but are not limited to:

- Planning, preparation and facilitation of programs for children from birth to age 18
- Promotion of collections through creation of displays
- Perform other library duties as assigned

### **Qualifications:**

- Current enrollment in an undergraduate education program or graduate 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:** Head of Children's & Teen Services

Please respond by October 22<sup>nd</sup> at 5 pm to:

Tracy Bedford  
Head of Children's and Teen Services  
bedfordt@indelib.org



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