



Clarkston Independence District Library
6495 Clarkston Road
Clarkston, Michigan 48346

The Clarkston Independence District Library is looking for an enthusiastic, motivated individual to fill our position of Part-Time Children's Librarian. Please read the job description below.

Part-time Children's Librarian

Salary: \$16.00-\$22.00 per hour

Hours: 20-27.5 hours per week

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 development of assigned 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
- Initiates, plans, and conducts a variety of programs and activities to encourage the use of the library by children and teens
- Attends and participates in staff meetings and discussions
- Perform other library duties as assigned

Qualifications:

- Master's degree in Library and Information Science
- Professional and enthusiastic attitude towards providing public library service to patrons of all ages
- Experience working with children ages 0-18, especially ages 0-2
- A desire to serve the public in a positive manner
- Familiarity with popular reading materials and genre collections
- Strong oral and written communication skills
- Ability to establish and maintain effective working relationships
- Knowledge of Integrated Library systems, Polaris preferred
- Familiarity with electronic databases and MeL resources
- 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 and Teen Services

Please respond by November 9, 2015 at 5 pm to:

Tracy Bedford
Head of Children's and Teen Services
Clarkston Independence District Library
6495 Clarkston Rd
Clarkston MI 48346
bedfordt@indelib.org