



**Position Title:** Youth Services Librarian

40 hours/week including evenings and weekends

(20 hours @ Pere Marquette District Library & 20 hours @ Harrison District Library)

**Salary:** \$23,000 – \$27,000

**Benefits:** Paid personal time off and holidays, Cell Phone, Laptop & other IT related items.

**Job Description and Duties**

*This position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the library to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to library patrons.*

**Statement of Duties:** Planning and organizing of services to youth ages 0-18 for the Pere Marquette & Harrison District Libraries; contributes to collection development; helps to develop and implement youth programs; provides reference and reader's advisory service to youth and caregivers of all ages. The Youth Services Librarian will work with families and children from babies and toddlers through young adults.

**Job Responsibilities and Services Performed:**

1. Understanding of professional library science knowledge, public reference service skills, and an understanding of public library operations.
2. Assists children and teen patrons in use of the library and its resources.
3. Usage of Microsoft Office, Windows, Apple, and other technology to create program related and marketing materials.
4. Selects materials for the collection that fit the community, and assists patrons in selecting appropriate materials
5. Develops and conducts programs for children and teens
6. Creates a welcoming environment by providing the highest level of customer service to patrons of all ages
7. Provides outreach and serves as library liaison to community agencies serving youth and their caregivers, including local schools and daycares
8. Successfully represents the library with care and courtesy, showing ability to think and act appropriately under pressure.

9. Cooperates as a team member with all Library staff in performing any professional or nonprofessional duty essential to the achievement of efficient library operations

**Essential Knowledge, Skills, and Abilities:**

- Ability to work with young library patrons of varied backgrounds to maintain effective interpersonal relationships; deal with the public; ability to speak and write effectively
- Self-motivated and able to exercise initiative and independent judgment
- Possess appropriate computer skills and have an awareness of the role of technology in the everyday lives of library patrons
- Demonstrate skills necessary to analyze and interpret information, establish facts, draw valid conclusions, and develop and implement effective strategies
- Strong ability to multi task and manage situations to their optimal levels.
- Must be able to travel between both libraries (Clare, MI – Harrison, MI)

**Education and Experience Requirements:**

- Some experience in a public library, or any equivalent combination of experience and/or training that provides the required knowledge, skills, and abilities.
- Experience working with children and/or teens in educational areas.
- Associates, Bachelors, or Masters Degree preferred.
- Minimum Required: High School Diploma and related work experience.

**To apply for this position provide resume and cover letter to:**

Nick Loomis

Assistant Library Director

Email: [nloomis@pmdl.org](mailto:nloomis@pmdl.org)

Phone: 989-386-7576

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