



EMPLOYMENT OPPORTUNITY AVAILABLE

The Bloomfield Township Public Library is seeking a professional and resourceful Library Page to support the Library's circulation needs. The Bloomfield Township Public Library is a Class 5 Library, with a service population of 41,070 people. There is strong community support for the Library and its collections, services and programs offered. Technology is integrated into Library services. The successful candidate will have a strong commitment to provide quality service to the staff and the public and the desire to work in a collaborative, team environment.

POSITION TITLE: Youth Services Page

DEPARTMENT: Youth Services, reporting to Assistant Department Head

RESPONSIBILITIES:

Direct public service:

- provides positive, pleasant professional services to staff and public
- directs patrons to appropriate staff for assistance
- retrieves materials for patrons and staff

Indirect public service:

- sorts and shelves materials,
- reads shelves to ensure accurate order so that materials can be found by patrons
- follows direction of supervisor
- assists department staff before and after programs when needed

REQUIREMENTS:

Minimum:

- Able to lift, bend, and stoop to shelve materials
- Able to push or pull carts weighing at least 20 pounds
- Desire to serve the public in a positive manner
- able to visually review materials and discern voice and audible tones

Desirable:

- Public library work experience
- Computer/keyboard experience

HOURS: Part-time, approximately 10 weekly, including some evenings and weekends.

WAGE & BENEFITS: \$8.90, per hour with increase possible upon successful completion of three month orientation.

APPLICATION:

Due Monday, November, 2017. A resume, cover letter, and a clerical skills test must accompany your application. The application and the test are available at the Library's Welcome Desk. The application is also available on the Library's website at btpl.org/about-us/employment-volunteer/

Mail to:

Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

OR email to careers@btpl.org

Bloomfield Township Public Library champions the power of words to spark discovery and imagination.

For more information about the Library, visit our website: www.btpl.org

YOUTH SERVICES PAGE TYPICAL WORK WEEK'S TASKS

A typical work week for the Youth Services Page may include:

- shelve books in fiction section or alphabetically by author's last name
- shelve non-fiction books by Dewey number and Cutter (author) letters
- shelve media materials and Special Needs Collection materials in bags and boxes
- shelve Youth Services magazines
- push heavily loaded cart of materials from Circulation into work area
- straighten all of Reference section of materials
- refill public work stations with note paper and pencils
- cut recycled paper into notepaper size
- shift several ranges of shelving to make room for more books
- direct patron to appropriate desk for librarian's assistance
- take reading group books to lower level for shelving in compact shelves
- return educational games and toys to storage shelves and bins
- read shelves to put materials back in order
- assist with checking returned materials for damage or missing parts
- load materials on to book carts
- assist patrons with self-check equipment
- assist Youth staff at program