Children’s Librarian

Allendale Charter Township is hiring a Children’s Librarian for their Allendale, MI library. This position will report to the Library Director. Some flexibility in hours is required for programming and to accommodate the varied library hours. Benefits include: health, dental, vision, generous 401(a) retirement program, short-term and long-term disability, life insurance, sick and vacation time, and additional insurance options as desired. Please apply using the following website: https://allendaletwp.bamboohr.com/jobs/

**Essential Job Functions:**
Plans and provides programs for children, teens, and their families, including an annual Summer Reading program. Duties include but are not limited to: planning, presenting, advertising, and evaluating programs; networking with community groups; tracking statistics; and preparing supporting materials

Promotes infant, early literacy, child, and adolescent learning and development in a balanced and comprehensive manner

Creates user guides, promotional materials, and publicity spotlighting the Children's Department's collection, services, and programs

Creates displays to enhance the library experience and promote the use of library resources

Maintains and develops a collection of youth materials, both print and non-print, which includes selecting items for purchase and withdrawal

Maintains and monitors budget for collection and programming

Staffs circulation desk as operations require

Provides reference and reader's advisory services as needed

Performs other related work as required or assigned by the Library Director

**Knowledge/Skill Requirements:**
Professional experience working with children

Professional experience working in a library

Working knowledge and understanding of basic library principles, procedures, technology, and philosophy of service

Demonstrated capacity to set priorities in order to meet assignment deadlines

Interpersonal and communication skills necessary to interact with other library staff and patrons in an effective and courteous manner

Capability to write and administer a budget effectively

Knowledge of technology functions such as internet search, printing, word processing, and spreadsheet software

Position requires some weekend and evening availability

**Education Requirements:**
Masters in Library Science from an ALA-accredited college or university or work towards a Masters in Library Science

Additional Information

Allendale Charter Township is an “at-will,” equal opportunity employer. If a job offer is made, employment may be contingent upon the successful completion and passage of a medical examination and other appropriate background checks, which may include providing body substance (blood, urine and/or hair) samples. We consider applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, sex, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

Application