

The Clarkston Independence District Library is looking for a librarian! Are you passionate about youth and teen services? Do you like being part of a collaborative team? We are searching for someone who will take over some of our already established, awesome teen programming, someone who is excited about creating new and innovative programs for teens and tweens, and someone who enjoys working with children of all ages. If this sounds like you, take a look at our job description!

### **Full-time Youth and Teen Services Librarian**

**Hours:** 40 hours per week, includes some weekends and evenings  
**Salary:** \$37,000 to \$48,000 depending on qualifications and experience  
**Benefits:** Health, dental, optical insurance; disability and life insurance; vacation, sick and personal days; retirement plan.

#### **Primary Duties and Responsibilities**

- Working as part of the Youth Services Team, develop collections for teens
- Under the direction of the Department Head, collaborate with community organizations to promote library services
- Coordinate with the Youth Services Team to design a variety of activities that promote the use of the library by tweens and teens allowing for a continuum of library use across the age span.
- Maintain and cultivate relationships with the public schools, private schools and local teachers
- Work with Head of Children's and Teens services to update the Teen Services portion of the website
- Provide library outreach services to the local public and private schools
- Assist with Youth Services Department programs for younger patrons as needed
- Assist patrons of all ages in obtaining information in a variety of formats
- Provide readers' advisory services to patrons of all ages
- Instruct patrons individually and in small groups in the use of library resources and equipment

#### **Required Qualifications**

- MLIS from an ALA accredited institution
- At least one year of experience working with teens and enthusiastic commitment to teen services
- Desire and ability to provide excellent customer service inside and outside of the library
- Strong organizational and planning skills with the ability to work independently or as a team leader
- Public library/information desk experience
- Experience working with ILS, Polaris preferred
- Collection development experience
- Knowledge of popular print and audio-visual materials for teens

**Reports to:** Head of Children's and Teen Services

**To apply please send resume, cover letter and three professional references to:**

**Tracy Bedford**

**Head of Children's and Teen Services**

[bedfordt@cidlibrary.org](mailto:bedfordt@cidlibrary.org)

**Deadline to apply is Tuesday May 1, 2018**