



## **Redford Township District Library invites applications for the position of Youth Librarian Intern (Part-time)**

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The Redford Township District Library (Redford, MI) believes in connecting our customers with the books they love, information they need and the world they live in. RTDL is currently welcoming applications for a part-time Youth Librarian Intern. We are looking for someone to join our team who can help us serve the community through their helpful spirit, creativity, and passion for connecting people to the transforming power of knowledge.

We serve a diverse community and have a passion for creating an excellent user experience for all 48,000+ residents within our service area. Our library is a working environment where individuals from all cultures are valued and each voice is heard.

Here's what you'll need to be:

- A team player, who enjoys working with children of all ages
- A performer who provides engaging and entertaining storytimes
- A champion for early literacy and racial equity
- Energetic with a passion for providing excellent customer service
- A contributor of relevant ideas and creative solutions as they relate to our collection, programming, patrons, and community

If you are interested, please read the job description attached and email your resume and application to:

[jobs@redfordlibrary.org](mailto:jobs@redfordlibrary.org)

Link to Application: [http://redfordlibrary.org/images/pdf\\_Home/rtdl\\_employment\\_application.pdf](http://redfordlibrary.org/images/pdf_Home/rtdl_employment_application.pdf)

**Job Title: Youth Librarian Intern (Part-time)****Status: Non-exempt****Starting Wage: \$15.00 per hour****Hours: 20 hours per week****Supervisor: Head of Youth Services****Posting Date: June 4<sup>th</sup>, 2018****Closing Date: June 18<sup>th</sup>, 2018****Job Summary**

The primary responsibility of this position is to assist with delivery of reference, programming, and reader's advisory services to patrons of all ages.

**Examples of Work**

- Assist with children's programs.
- Assist with collection development duties, including processing materials.
- Carry out goals that align with RTDL's strategic plan.
- Create positive customer experience.
- Participates in RTDL staff functions and training.
- Other duties as assigned.

**Minimum Training and Experience**

- Bachelor's Degree from a four-year accredited college or university and enrolled in Library Science program at ALA-accredited institution.
- Ability to plan and deliver programs, including preschool story times.
- Proficiency in the use of computers for library work; including the ability to access and utilize Internet resources and office software applications.
- Preferred: public library experience, familiarity with databases, and previous use of TLC Carl-X.

**Other Requirements:**

This position requires:

- The ability to analyze and resolve problems, organize tasks, set priorities, achieve goals, maintain records, and facilitate positive relationships with staff and patrons.
- The ability to communicate effectively verbally and in writing with a diverse population, both within and outside of the library.
- The ability to sit or stand for extended periods of time in the performance of the duties associated with this position. Lifting objects weighing up to 50 pounds without assistance is also required. The ability to access, input, and retrieve information from a computer is essential to this position.

This is not intended to be a contract or an all-inclusive list of duties. Employees may be required to perform other duties necessary to meet the on-going needs of the Redford Township District Library.