**Part-time Children’s Librarian**

The Clarkston Independence District Library seeks an enthusiastic, organized individual to join a positive, team-oriented work environment.

**Salary:** $18.00-$24.00 per hour (depending on qualifications)

**Hours:** 18-27.5 hours per week

**Primary job duties:**

**Duties include, but are not limited to:**

* Initiates, plans, and conducts a variety of programs and activities to encourage the use of the library by children and teens
* Provides direct assistance to patrons with basic information regarding use of library material, equipment, and services at the combined youth/adult information desk.
* Maintains and cultivates contact with parents and other family members, the public, schools, teachers, other libraries, state and regional library associations, and other professional organizations
* Responsible for development of assigned collections
* Attends and participates in staff meetings and discussions
* Perform other library duties as assigned

**Qualifications:**

* Master’s degree in Library and Information Science or significant completion thereof
* Professional and enthusiastic attitude towards providing public library service to patrons of all ages
* Experience working with children ages 0-18
* A desire to serve the public in a positive manner
* Familiarity with popular reading materials and genre collections
* Strong oral and written communication skills
* Ability to establish and maintain effective working relationships
* Knowledge of Integrated Library systems, Polaris preferred
* Familiarity with electronic databases and MeL resources
* Knowledge of popular office computer programs
* Ability to lift, push and/or pull at least 20 pounds
* Flexibility to work varied hours

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

**Send cover letter, resume, and contact information for three references by email, mail or fax to:**

Tracy Bedford, Head of Children’s and Teen Services

Clarkston Independence District Library

6495 Clarkston Road, Clarkston, MI 48346

bedfordt@cidlibrary.org

Fax: 248.625.8852

**Deadline for applications:** June 24, 2019 at 5:00pm

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