**Part-time Programming Assistant**

The Clarkston Independence District Library seeks an enthusiastic, organized individual to join a positive, fun, and team-oriented work environment. We offer a set schedule with flexible hours. Conveniently located just off I-75, the library is a vibrant part of the community and a growing entity with plenty of opportunity for creativity.

**Salary:**  $11.00- $16.00 per hour depending on experience

**Hours:**  10-27.5 hours per week – internship limited to 2 year length

**Primary job duties:**

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

* Planning, preparation and facilitation of programs for children from birth to age 18
* Promotion of collections through creation of displays
* Perform other library duties as assigned

**Qualifications:**

* Professional and enthusiastic attitude towards providing public library service to patrons
* Experience working with children
* A desire to serve the public in a positive manner
* Familiarity with popular reading materials and genre collections for youth
* Strong oral and written communication skills
* Ability to establish and maintain effective working relationships
* Knowledge of Integrated Library systems, Polaris preferred
* 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 & 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](mailto:bedfordt@cidlibrary.org)

Fax: 248.625.8852

**Deadline for applications:** July 14, 2019 at 5:00 pm

An Equal Opportunity Employer