



Employment Opportunity

- Position:** Youth Services Librarian
Part-time, professional position
- Pay rate:** MLIS degree: \$18 - \$21 an hour to start based on experience and education
Student in MLIS program: \$15 an hour to start.
- Hours:** 20-28 hours per week, including evening and Saturday hours. Set schedule with the possibility of additional substitute hours. We are closed on Sundays.
- Benefits:** Pro-rated vacation, sick and personal business leave
- Responsibilities:**
- Offer excellent customer service focusing on youth services
 - Provide reference and readers' advisory services
 - Purchase and maintain assigned print and digital collections with a generous budget
 - Collaborate with other staff to plan and implement a variety of programs and events
 - Maintain and update social media and website content
 - Contribute to outreach with area schools
 - Follow and apply all library rules, policies, procedures and patron privacy laws
 - Perform other duties as assigned
- Qualifications:**
- ALA-accredited MLIS degree or significant progress in MLIS program
 - Enthusiasm for youth and commitment to public service excellence
 - Ability to provide professional reference and readers' advisory assistance
 - Computer literacy and an ability to provide technology instruction
 - Ability to work effectively with the public and other library employees
 - Strong interpersonal, communication and technology skills
 - Public library experience preferred
- Closing Date:** Applications received on or before August 3, 2019 will be given first consideration. Interviews will be held the following week.
- Application:** Cover letter, resume and completed [application form](https://www.whitelakelibrary.org/whitelake/documents/app.pdf) that is available at <https://www.whitelakelibrary.org/whitelake/documents/app.pdf>
- Email or send to:** Leah Martin Kenney
Head of Youth Services
White Lake Township Library (new building location)
11005 Elizabeth Lake Road
White Lake, MI 48386
lmartin@whitelakelibrary.org

The White Lake Township Library is an equal opportunity employer