

EMPLOYMENT OPPORTUNITY

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Position Title:	Youth Services Paraprofessional	Application Period:
Location:	Alvah N. Belding Memorial Library	Begins: August 26, 2015
Rate:	\$10-\$12/hour 20/22 hrs/week	Closes: Sept. 25, 2015

Job Summary:

The Youth Services Paraprofessional plans and implements all youth programming and is responsible for the promotion and publicity of youth events and services; provides assistance to the Library Director and staff in conducting daily operations of the library and job responsibilities (as listed below); and is able to work with minimal supervision following training.

Job Responsibilities:

Programming: Plans, recommends, procures, coordinates and implements all programs for children under supervision of Library Director including but not limited to summer reading program, story-times for all ages, National Children's Book Week event, National Reading Month events, National Library Week events, and special seasonal programs. Promotes and conducts group &/or classroom visits in the library and visits area school classrooms as needed. Procures prizes, promotional materials, &/or reading incentives for all children's programming, writes periodic reports to the Library Director collating programming statistics and costs. Attends LLC Youth Service Meetings; participates in youth service related activities within the cooperative and county organizations; attends workshops, conferences, &/or committee meetings as determined by the Library Director.

Publicity: Generates periodic press releases to all local newspapers(i.e. Greenville Daily News, Ionia Sentinel-Standard, City of Belding Newsletter) promoting youth services, current or upcoming. Designs, produces, and distributes flyers to promote library programs.

Collection Development: Assists Library Director with recommendations for purchase and with de-selection process.

Display: Creates seasonal and theme related displays in the children's area, in the lower lobby, and throughout the library as appropriate or as directed by the Library Director.

Reference: Provides reader advisory and reference help to patrons mainly in the children's area but in other areas as appropriate. Provides assistance for use of children's computers and OPAC searching by the public.

Other: Assists staff when needed with the retrieval of materials for library loan requests. Assists Library Director in supervision of children's room volunteers. Assist patrons and monitor patron activity throughout the lower level. Fills in at circulation desk when needed due to absence of regular staff.

Required Knowledge, Skills and Abilities:

Have a High School Diploma and experience working with children. Valid Michigan Driver's License and ability to travel to work location and other job-related locations. Knowledge of children's literature and other resources. Good interpersonal, oral and written communication skills. Good computer and technology skills. Ability to work under general supervision of Library Director with competence to exercise independent judgment and discretion. Working knowledge and understanding of public library operations desired.

Physically and mentally able to perform the essential duties of the position, with or without reasonable accommodation. Visual acuity and physical skills to access, retrieve, and transport library materials to and from all levels within the library and to maintain and operate library equipment. Hearing ability to answer telephone and patron inquiries. Physical requirements include lifting, pushing, pulling, stooping, crouching, sitting or standing for extended periods, carrying objects weighing up to 50 pounds, reaching (including overhead reaching), and operating equipment which may include but not limited to computers, printers, microfilm reader/printer, fax, photocopier, and telephone.

Send resume and application, including three references, to : Library Director, Alvah N. Belding Library, 302 E. Main St., Belding, MI 48809 or e-mail to bellw@llcoop.org
Application can be found at belding.michlibrary.org