



## Employment Opportunity

- Position:** Youth Services Librarian  
Part-time, professional position
- Pay rate:** MLIS degree: \$18.50 - \$21 an hour to start based on experience and education  
Student in MLIS program: \$16.50 an hour to start
- Hours:** 20 - 28 hours per week, including at least one evening a week and every other Saturday. 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 and teen services
  - Provide reference and readers' advisory services to customers of all ages
  - Assist customers in the use of the library and its print and digital collections
  - Purchase and maintain assigned print and digital collections with a generous budget
  - Collaborate with colleagues to plan and implement a variety of programs and events
  - Maintain and update social media and website content
  - Follow and apply all library rules, policies, procedures, and patron privacy laws
  - Perform related duties as required
- Qualifications:**
- ALA-accredited MLIS degree or significant progress in MLIS program
  - Enthusiasm for youth and teen services and commitment to public service excellence
  - Demonstrated knowledge of library materials and resources for children
  - 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 December 29th, 2020 will be given first consideration. Interviews will be held the following week.
- Application:** Cover letter, resume, and completed [application form](#) that is available on our website
- Apply to:** Leah Martin Kenney, Head of Youth & Teen Services  
White Lake Township Library  
11005 Elizabeth Lake Road  
White Lake, MI 48386  
[lmartin@whitelakelibrary.org](mailto:lmartin@whitelakelibrary.org)