



36480 Main Street
New Baltimore, MI 48047
macdonaldlibrary.org

Job Posting Youth and Teen Library Assistant

Job Classification: Part Time

Salary: \$15.00/hour

Hours: 12-20 hours per week, including evenings and weekends

Reports to: Library Director

Deadline: Open until filled; priority given to applications submitted by February 14, 2021

Duties

- Provides friendly reader's advisory, computer help, and reference service in person, over the phone, and via email
- Assists in the planning and execution of youth and teen programming, both on site and out in the community
- Assists with the maintenance of the youth and teen collections
- Works with the Youth Services Librarian to liaise with area schools to provide services for staff and students K-12
- Contribute to the development and content of the library's website and social media presence
- Serves on co-op committees and attend meetings as appropriate
- Enforces library policies
- Performs other duties as assigned

Required Skills and Qualifications

- Associate's degree or active progress towards a Bachelor's degree
- One year of customer service experience
- Experience working with children and/or teens
- Some knowledge of youth and teen literature
- Demonstrated proficiency in computer use, especially Microsoft Office, internet browsers, and other technology
- Proficiency with social media platforms, especially Facebook, Instagram, and TikTok
- Strong interpersonal, organizational, and time management skills
- Excellent ability to communicate verbally and in writing
- Comfortable working independently and part of a team

Preferred Skills and Qualifications

- Experience working in a public library
- Coursework in education or library science



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How to Apply

- Complete a library application form, located at:
<http://www.macdonaldlibrary.org/macdonald/documents/application%20for%20employment.pdf>
- Email a cover letter, resume, completed MPL application, and 3 professional references to

Jessica Parij, Library Director

parijj@libcoop.net

Subject line: *Application for Youth and Teen Library Assistant - (YOUR NAME)*

This job description is intended to describe the general nature and level of work performed by a person assigned to this position. It is not an exhaustive list of all the job duties that may be performed by the Youth and Teen Library Assistant.