



Youth Services Librarian

Harrison Township Public Library

\$19-21/hour, part-time, 15-20 hours per week

Start date and process: Applications accepted through July 2nd. Interviews begin the week of July 12th with an anticipated start date as soon as possible.

The Harrison Township Public Library is a Class IV library with a service population just under 25,000. Harrison Township is a beautiful waterfront community located on Lake St. Clair with a number of local recreational activities for outdoor enthusiasts. The library was first established as a community-funded entity in 2015 and continues to grow. HTPL is seeking a personable, enthusiastic, and creative individual to join us on our journey.

The Youth Services Librarian is crucial to HTPL's program of public service. Duties include:

- Planning and implementing innovative children's programs at HTPL and offsite as required
- Developing youth print, audio-visual, and digital collections including ordering and weeding
- Providing computer assistance including but not limited to Microsoft Office, email, online searches, printing using our print management system, and social media
- Assisting patrons with Overdrive ebook and audiobook download service, the Library's catalog, MeLCat, and MeL databases
- Working independently within the guidelines set by library policies and the Library Director
- Motivating, establishing and maintaining effective working relationships with coworkers, supervisors, volunteers, other community agencies, and the public
- Assuming responsibilities for supervision of personnel and facilities in the absence of senior staff
- Maintaining awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.
- Performing public relations functions such as preparing promotional materials and press releases, developing in-house displays, maintaining library social media accounts, and participating in community outreach opportunities that may require public speaking
- Collecting/negotiating fines and fees
- Other tasks as assigned

Minimum qualifications:

- Master's degree in Library Science or its equivalent from an ALA accredited school
- Demonstrated knowledge of children's programming and materials
- Positive, proactive customer-oriented attitude
- Excellent verbal and written communications skills
- Computer proficiency including Windows Operating System, Microsoft Word, Excel, PowerPoint, Publisher, online services such as Overdrive and MEL, web utilities including email and searching
- Flexibility in scheduling including nights and weekends

Preferred qualifications:

- Successful experience with Youth Services programming and collection development
- Customer service experience

Physical requirements:

- Seeing, keyboarding, using the telephone, lifting, pushing, pulling, carrying objects weighing up to 50 pounds, walking, bending, stooping, crouching, reaching, carrying, climbing ladders, pushing book carts
- Standing or sitting for long periods of time

Apply:

Only electronic submissions will be considered. Application for Employment can be found on our website at <https://htlibrary.org/about/employment/>

Submit application, resume, and three professional references to:

Melissa Goins, Library Director

director@htlibrary.org