

**Lyon Township Public Library
Job Posting**

Job title: Youth Program Assistant
Part-time permanent position: 25 hours/week, evenings and weekends included
Rate: \$16/hour.

Description:

The Lyon Township Public Library is searching for a new Youth Program Assistant. We are eager to bring someone on board who has a love for children, and is ready to create and implement innovative and exciting programming for the youth of Lyon Township. Under the supervision of the Youth Services Librarian, the Youth Program Assistant will help to create, organize and implement in-person and virtual programs for ages 0-17. These programs will include and not be limited to Story Times, Summer & Winter Reading Program and age specific and/or holiday themed events.

This position will also include outreach activities at preschools, schools, and local community events and require the ability to facilitate partnerships with outside organizations. Tasks will include creation of take-home craft/STEM Kits, assisting with and conducting weekly Story Times, assisting our youngest patrons and their families with library resources and information, and working the public service desk to provide circulation services as needed.

This job will include regular evening and weekend hours and is a year-round position.

Requirements:

Bachelor's degree preferred. Comfort, and ideally had some experience with working with children. Interpersonal and communication skills to interact with library staff and patrons of all ages and abilities. Visual and physical acuity to retrieve library materials from shelves and storage areas. Physical ability to push/pull carts and lift/carry materials weighing up to 40 pounds. Hearing ability to answer telephones and patrons. Sense of humor a must.

Applications:

Please send a cover letter, resume and three professional references to Holly Teasdale, Library Director, at hteasdale@ltpl.org by Friday, September 24, 2021.