



Redford Township District Library invites applications for the position of **Youth Librarian (Part-Time)**

The Redford Township District Library (Redford, MI) believes in inspiring ideas, enriching lives, and creating community. RTDL is currently welcoming applications for a part-time Youth Librarian. We are looking for someone to join our team who can help us serve the community through their helpful spirit, creativity, and passion for connecting people to the transforming power of knowledge.

Here's what you'll need to be:

- A team player, who enjoys working with children of all ages
- A performer who provides engaging and entertaining storytimes
- Energetic with a passion for providing excellent customer service
- A contributor of relevant ideas and creative solutions as they relate to our collection, programming, patrons, and community

This is a 20-hour-per-week position which offers paid time off. Shifts include evenings and weekends.

If you are interested, please read the job description attached and apply online at:

<http://www.redfordlibrary.org/home/employment>

Job Title: Youth Librarian (Part-time)

Status: Non-exempt

Starting Wage: MLIS - \$19.75 per hour

MLIS Student - \$15.00 per hour

Hours: Preferred schedule listed below, with some flexibility:

Week A (22 hours):

Monday 10:00am – 3:00pm

Wednesday 3:30pm – 8:30pm

Thursday 3:30pm – 8:30pm

Saturday 10:00am – 5:00pm

Week B (21 hours):

Monday 10:00am – 3:00pm

Tuesday 12:00pm – 6:00pm

Wednesday 3:30pm – 8:30pm

Thursday 3:30pm – 8:30pm

Supervisor: Head of Youth Services

Posting Date: September 16th, 2021

Closing Date: September 30th, 2021

Job Summary

The primary responsibility of this position is to assist with delivery of reference, programming, and reader's advisory services to patrons of all ages.

Examples of Work

- Assist with children's programs.
- Assist with collection development duties, including processing materials.
- Carry out goals that align with RTDL's strategic plan.
- Create positive customer experience.
- Participates in RTDL staff functions and training.
- Other duties as assigned.

Minimum Training and Experience

- Master's Degree in Library Science from an ALA-accredited institution or currently enrolled.
- Ability to plan and deliver programs, including preschool story times.
- Proficiency in the use of computers for library work; including the ability to access and utilize Internet resources and office software applications.
- Preferred: public library experience, familiarity with databases, and previous use of TLC Carl X.

Other Requirements:

This position requires:

- The ability to analyze and resolve problems, organize tasks, set priorities, achieve goals, maintain records, and facilitate positive relationships with staff and patrons.
- The ability to communicate effectively verbally and in writing with a diverse population, both within and outside of the library.
- The ability to sit or stand for extended periods of time in the performance of the duties associated with this position. Lifting objects weighing up to 50 pounds without assistance is also required. The ability to access, input, and retrieve information from a computer is essential to this position.

This is not intended to be a contract or an all-inclusive list of duties. Employees may be required to perform other duties necessary to meet the on-going needs of the Redford Township District Library.