



Library Assistant – Children’s Services – Full Time

Salary: \$13.21-16.56/hour based on experience and education

Hours: 40 hours a week, including some evenings and Saturdays

Benefits: Benefits package including health insurance, a simple IRA retirement plan with employer contribution, paid time off benefits include vacation, sick, personal business, and holidays. Opportunities to participate in professional development available and encouraged.

Responsibilities:

- Provides excellent library service to children aged 0-12 and their caregivers.
- Creates and leads programs to promote and enable early literacy skills.
- Creates and leads programs that help children cultivate their curiosity about the world and the many things in it.
- Selects materials for the children’s collections that provide diverse perspectives.
- Maintains and deselects materials from the children’s collection as part of general collection maintenance.
- Helps shape the children’s area of the library into a space that promotes early literacy and cultivates curiosity.
- Engages in outreach and events within the community.
- Works as a liaison with the schools to promote literacy and library use.

Other Responsibilities:

- Offer excellent customer service while providing reference and reader’s advisory services for library users of all ages at desks in both the children’s and adult floors.
- Coordinates, assists, and helps promote the Library collections; manages collection development duties (selection, ordering, budgeting, marketing, and weeding) for childrens print, collections.
- Develop recommendations for new and improved collections based on trends and community needs; plans for the addition of future collections.
- Manages planning and implementation of traditional and innovative children’s programming.
- Collaborate with staff throughout the library on projects and services that improve the library user experience.
- Provide backup support to other departments as needed.
- Follow and enforce all library rules, policies, procedures, and patron privacy laws.
- Perform related duties and general library work as necessary.



Minimum Qualifications:

Education and Certification:

- High school diploma or GED.
- Some training in early childhood education preferred.
- Proven experience working with children.
- Experience planning activities and/or events preferred.
- Must possess a valid Michigan State driver's license.

Skills and Abilities:

- Enthusiasm and commitment to public service excellence.
- Ability to work effectively and courteously with the public and other library employees.
- Exhibit flexibility and a willingness to work in a dynamic and changing environment.
- Computer proficiency, including use of electronic resources, databases, and Microsoft Office applications; the ability to teach others these same skills.
- Strong interpersonal, communication, organizational, and time management skills.
- Lift, carry, and push items up to 50 pounds, including shelving carts.
- Occasionally required to drive to other locations for meetings, outreach or training.
- Willingness to adjust schedule to meet library needs.

The above is intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all job duties. This is an at-will position.

Email cover letter, resume, and completed [application](#) to: erin@carolibrary.org, Erin Schmandt, Director

Dates: Applications received before December 17, 2021 will be given first consideration

The Caro Area District Library is an equal opportunity employer.