

J O B P O S T I N G
YPSILANTI DISTRICT LIBRARY
Part-Time Para-Professional -- YDL-Whittaker Youth Department/TALK Project

DATE: January 4, 2022

POSITION: YDL - Youth Department/TALK Project Para-Professional (.5 FTE, 20 hours per week)

ABOUT OUR EARLY LITERACY PROJECT

Singing, reading, talking, and playing with young children every day from birth has a proven impact on brain development and school readiness. To empower parents and caregivers, the Ypsilanti District Library (YDL) worked in partnership with other libraries and organizations in Washtenaw County to develop [TALK: Text and Learn for Kindergarten](#), a service that sends families with children ages five and under easy, age-appropriate activities via text message they can use in everyday routines such as grocery shopping to build their children's early learning skills.

After successfully piloting the service in Washtenaw County, YDL received an Institute of Museum and Library Services [National Leadership Grant](#) to expand the service statewide and into Indiana. We are working in partnership with the Library of Michigan, Midwest Collaborative for Library Services, and High Scope to promote the service to public libraries and to share toolkits and best practices with libraries to help them use TALK effectively in their communities to improve school readiness.

ABOUT THE YDL-WHITTAKER YOUTH DEPARTMENT

Our department is a small team of 6 who strive to engage youth and their families at the library and beyond, by inspiring a love of learning and providing easy access to information and diverse ideas through our collections, technology, programs, and community connections.

ABOUT THE POSITION

The ideal candidate for this job will be passionate about serving the community and empowering parents with tools to help their children succeed academically. Para-professional duties will be assigned by the YDL-Whittaker Youth Department Manager and include providing support for the TALK project and working in the Youth Department to provide reference and program support to library users and staff. Duties will include, but are not limited to:

- Delivering TALK presentations and training sessions to promote the opportunity to use TALK to libraries and to offer support to help them successfully launch the program.
- Communicating with other Michigan libraries requesting assistance with TALK resources, local partners about promotional materials, and TALK users experiencing technical difficulties.
- Promoting TALK in YDL's service district through outreach and social media.
- Creating monthly newsletters and reports to update staff and community partners about the progress of the project.
- Attending partner meetings to help develop and implement plans to ensure project success.
- Helping kids and parents find books and information in the Youth Department.
- Assisting families in the use of computers, iPads, and other library technology.
- Supporting Youth Department staff in the preparation of library events and with collection development.

QUALIFICATIONS

- Associate's Degree or equivalent. Formal training in a child-related field or experience working with youth desired.
- Excellent oral and written communication skills and interpersonal skills.

- Proficiency with technology, including WordPress, Microsoft Office, and social media tools.
- Attention to detail and ability to proofread.
- Demonstrated ability to work with families and youth from diverse populations.
- Strong commitment to providing quality customer service.
- Ability to function in a professional manner, work independently, and use good judgment.
- Flexible and dependable.
- Enthusiastic, positive team player.
- Strong desire to engage children birth-18, their parents, caregivers and teachers.
- Ability to organize, prioritize, and coordinate multiple tasks.
- Knowledge of Spanish is useful but not required.

HOURS

Part-time, 20 hours per week (including regularly scheduled evenings and weekends).

SALARY/BENEFITS

Hourly wage starting at \$15.23. Pro-rated paid time off and holidays. This position is a temporary, grant-funded position without benefits. The grant and position run through August 31, 2023.

TO APPLY

Send resume, cover letter, & application form (available at www.ypsilibrary.org) by January 18, 2022 to:

Human Resources
Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, Michigan 48197

or lisa@ypsilibrary.org

The Ypsilanti District Library is committed to creating and sustaining a diverse workforce, and we are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, or age. YDL has an internal workgroup dedicated to equity, diversity, and inclusion, and applicants are encouraged to have experience and/or interest in these issues and how they support a more equitable future for all.