

**Part Time Para-Professional Children’s Services Department**

Feb. 4, 2022

The Farmington Community Library is a District Library serving the communities of Farmington and Farmington Hills with two locations, 12 Mile and Liberty St. We are seeking a dynamic, community-minded individual to join our Children’s Services department as a Part-time Paraprofessional. The successful candidate is highly collaborative, creative, open-minded, and dedicated to providing excellent customer service and exciting programming for families of children ages 0-12.

The Farmington Community Library embraces diversity and promotes inclusion in its hiring and operations. The Library actively seeks individuals whose commitments and contributions will advance our mission to be a diverse and equitable organization. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team and reflect the families we serve.

**Position Available:** Part Time Para-Professional

12 Mile Children’s Services Department

**Salary Range:** Starting at $15.77

**Part Time Position:** 24 hours per week. This position requires some evening and weekend hours and would be ideal for a candidate who needs a flexible schedule due to family and/or school needs.

**Fringe benefits:** Paid time off, Employee Assistance Program, up to 2 professional memberships paid by Library, and paid continuing education/professional development opportunities.

**Deadline for Application:** Feb. 28, 2022 at 5:00 p.m.

Send your cover letter, resume, and application (find at <http://history.farmlib.org/pdfs/Employment_Application.pdf>) to:

Crystal Peterson

[Crystal.Peterson@farmlib.org](mailto:Crystal.Peterson@farmlib.org)

Farmington Community Library

32737 West 12 Mile Road

Farmington Hills, MI 48334

Essential Duties/Responsibilities:

* Developing and providing events for children ages 0-12 years and their caregivers
* Providing quick and accurate reference and reader’s advisory services to the public
* Assisting patrons in using the online public access catalog, self-checkout stations, public computers, AWE early learning computers, and public iPads
* May participate in collection development in assigned areas, under the supervision of the Department Head

Required Qualifications:

* Excellent customer services skills, including phone, chat/email, and in-person interactions
* Effective oral and written communication skills, including excellent public speaking abilities
* Skilled at working with diverse audiences
* Associates degree (or currently enrolled in Associates program) OR 3+ years of experience working with children
* Proficient in using technology including Microsoft Office Suite, Outlook, and social media platforms
* Experience working with children
* Ability to work independently
* Ability to lift, push, and/or pull at least 20 pounds
* Ability to think critically in order to answer reference queries and troubleshoot problems

Preferred Qualifications:

* Passion for and/or experience with STEM learning for children
* Knowledge of local nonprofit and community organizations as opportunities for library partnerships