 t (586)731.4141

f (586)731.0769

7530 Auburn Road

Utica, MI 48317

**Part-time Children’s Librarian**

**Salary:** $13.00 -\*$16.00 per hour (depending on qualifications)

**Hours:** 10-15 hours per week; some evenings and weekends may be required

**Primary job duties:**

* Initiates, plans, and conducts a variety of programs and activities geared toward youth
* Provides direct assistance to patrons at the Circulation Desk, regarding use of library material, equipment, and services

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* Collection development
* Maintains and cultivates relationships with parents and other family members, the public, schools, teachers, other libraries, and professional organizations
* Perform other library duties as assigned

**Qualifications:**

* Experience working with children ages 0-18 and developing storytime programs for ages 0 and up
* Ability to network and do outreach within the community to promote the library
* Professional and enthusiastic attitude towards providing public library service to patrons of all ages
* A desire to serve the public in a positive manner
* Familiarity with popular reading materials and genre collections
* Strong oral and written communication skills
* Ability to establish and maintain effective working relationships
* Knowledge of popular office computer programs
* Familiarity with electronic databases
* Ability to lift, push and/or pull at least 20 pounds
* Flexibility to work varied hours

\*Preferably seeking an established Children’s Librarian who would be willing to take a part-time position offering a baby/toddler story time bi-weekly, some holiday programs, and a 5/6 week Summer Reading Program.

**Send resume with references to:** [Francisk@libcoop.net](mailto:Francisk@libcoop.net)

or by mail, Attention: Katherine Francis, Director

Utica Public Library

7530 Auburn Road, Utica, MI 48317

**Deadline for applications:** 5:00pm- Thursday, September 8, 2021