

CIDL

CLARKSTON INDEPENDENCE
DISTRICT LIBRARY

Innovate. Enrich. Educate.

t 248.625.2212

f 248.625.8852

6495 Clarkston Road
Clarkston, MI 48346

Full-time Teen Services Librarian

Hours: 40 hours per week, includes some weekends and evenings
Salary: \$43,000 to \$57,000 depending on qualifications and experience
Benefits: Health, dental, optical insurance; disability and life insurance; vacation, sick and personal days; retirement plan.

Primary Duties and Responsibilities

- Working as part of the Youth Services Team, develop diverse collections for teens
- Under the direction of the Head of Youth and Teen Services, collaborate with community organizations to promote library services along with providing library outreach services
- Coordinate with the Youth Services Team to design a variety of activities that promote the use of the library by tweens and teens allowing for a continuum of library use across the age span.
- In collaboration with CIDL School Outreach Coordinator, maintain and cultivate relationships with the public schools, private schools and local teachers
- Work with Head of Youth and Teens services to update the Teen Services portion of the website
- Assist with Youth Services Department programs for younger patrons as needed
- Assist patrons of all ages in obtaining information in a variety of formats
- Provide readers' advisory services to patrons of all ages
- Instruct patrons individually and in small groups in the use of library resources and equipment

Required Qualifications

- MLIS from an ALA accredited institution
- At least one year of experience working with teens and enthusiastic commitment to teen services
- Desire and ability to provide excellent customer service inside and outside of the library
- Strong organizational and planning skills with the ability to work independently or as a team leader
- Public library/information desk experience
- Experience working with ILS, Polaris preferred
- Collection development experience
- Knowledge of popular print and audio-visual materials for teens

Reports to: Head of Youth and Teen Services

Send cover letter, resume, and three references by email to:

Stacia Serafin, Head of Youth and Teen Services

serafins@cidlibrary.org

Deadline for application: Monday, November 14th, 2022 at 9:00pm