

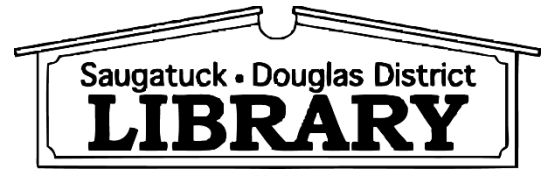
EMPLOYMENT OPPORTUNITY

Job Title: Children's Services

Hours Per Week: 16-22

Hourly Rate: \$14.00 – 16.00

Application Period: Accepting applications until August 31, or until position is filled.



JOB SUMMARY: Staff the Children's Room under the general direction of Library Director.

DUTIES AND RESPONSIBILITIES:

- Plans, markets and implements library programs and special projects for children and families, including, but not limited to storytime, afterschool programs, summer reading programs and outreach efforts at local schools and childcare facilities. Duties include, but are not limited to: planning, presenting, and evaluating programs; networking with community groups; tracking statistics; and preparing reader's advisory materials.
- Assists patrons in their search for library materials; provides reader's advisory and reference interview services as needed, facilitates access to the Library's digital collection.
- Develops and maintains the collection including the selection and ordering of new materials, shifting of books, discarding of materials, requesting of replacement materials, evaluating donated materials, and displaying of new or seasonal materials.
- Instructs and assists Library patrons in basic technical support, maintenance and troubleshooting in the use of library equipment such as copy machines, basic computer hardware and software, and other on-line tools.
- Pursues professional development by attending meetings, workshops, and conferences to maintain up-to-date knowledge in the field of library service to children and early literacy.
- Provides circulation services, including checking materials in and out, collecting fines and shelving materials.
- Trains and supervises Children's Room assistants and volunteers.
- Performs other duties as assigned.

JOB REQUIREMENTS

- This position job requires a Bachelor's degree.
- Successful experience working with children and families
- Ability to travel to off-site locations for outreach and professional development events.
- Working knowledge and understanding of the principles, methods and practices of public library operations, including search methods, reader's advisory and reference interviews.
- Considerable knowledge of available circulating materials and basic reference sources, especially those resources pertaining to youth.
- Ability to work independently or collaborate with a team.
- Interpersonal and communication skills necessary to interact with various library staff and patrons in an effective and courteous manner. Communicate effectively in both oral and written forms.
- Analytical ability to maintain accurate statistics.
- Visual acuity and physical skills necessary to retrieve library materials from shelves and storage areas, maintain library materials and operate equipment. The incumbent is required to have the

physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds.

- Hearing ability to answer telephone and patron inquiries.
- Computer skills necessary to effectively access information on the computer.
- Ability to operate a variety of library equipment including a computer, fax and copy machine.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

- Professional library work experience or relevant experience working with children in educational setting.
- Knowledge of children's materials and programming.
- Ability to present stories, music and poetry through creative and engaging methods.

HOURS AND LOCATION

- Saugatuck-Douglas District Library provides library services seven days per week.
- All positions require some evening and weekend hours, including Sundays.

APPLICATION INSTRUCTIONS

- All applications for employment must be made on Saugatuck-Douglas District Library's application form and completed in full. Application is available for download at sdlibrary.org/employment. Resumes will not be accepted in lieu of application form.
- All applicants must meet the requirements listed on this job announcement to be considered for this position.

Submit print applications to: Ingrid Boyer
Saugatuck-Douglas District Library
PO Box 789
Douglas MI 49406

Applications may also be submitted via email to stdib@llcoop.org

Saugatuck-Douglas District Library is an equal opportunity employer.