



## **EMPLOYMENT OPPORTUNITY**

Bloomfield Township Public Library is seeking an enthusiastic, forward thinking, and experienced individual to join our Youth Services Team as a Youth Services Librarian. The successful candidate will have a strong commitment to provide quality public service and the desire to work in a collaborative, team environment. Bloomfield Township Public Library is a Class 5 library serving a community of 44,253 residents. There is strong community support for the Library and the collections, programs and services offered. The Library is a member of The Library Network cooperative.

**POSITION TITLE:** Librarian

**DEPARTMENT:** Youth Services, reporting to Department Head

**HOURS:**

Part-time, 20 hours per week, including evenings and weekends on a flexible basis.

**WAGES & BENEFITS:**

\$26.95 – 36.98 per hour. Paid time-off benefits include: vacation, sick, holiday, personal business, and emergency time. Term life and disability income insurance provided. Eligible for deferred compensation and other voluntary benefits. Employee Assistant Program (EAP). Professional membership and opportunity to participate in professional development available.

**RESPONSIBILITIES:**

- Provides positive, professional service to the public
- Plans and conducts developmentally appropriate programs for young people (birth – middle school) and their families
- Provides reference and readers advisory
- Participates in the selection, development, and evaluation of youth print, non-print, and electronic resources
- Prepares bibliographies, guides, and displays
- Instructs patrons in the use of downloadable materials
- Develops and conducts outreach programs to the community
- Contributes to the Library website content
- Other duties as assigned

**REQUIREMENTS:**

**MINIMUM:**

- ALA accredited masters in Library and Information Science
- Professional experience working with children
- Excellent interpersonal and public relations skills to work effectively with staff, volunteers and Library users in a team environment
- Broad knowledge of current trends and developmentally appropriate practices in libraries for young people (birth through middle school) and families
- Strong commitment to providing high quality public service to patrons of all ages and abilities
- Familiarity with Windows-based computers
- Familiarity with current technologies and social media within the public library
- Able to lift, push, and/or pull at least 20 pounds; able to visually review materials and discern voice and audible tones
- Ability to create, publicize, and conduct programs and services to reflect current and future community needs

**DESIRED:**

- Public Library work experience in Youth Services
- Successful experience presenting developmentally appropriate programs for young people
- Knowledge of children's literature and media –both current and classic
- Knowledge of popular culture for children and families
- Experience with selection, budgeting, and deselection of material for children
- Ability to adapt, to change, and embrace new ideas
- Experience adding content to website

**DUTIES MAY INCLUDE:**

- Prepare an outdoor family story time
- Record a short craft or science activity video for Youth Services On-Demand channel
- Prepare book talks for outreach visit to 5<sup>th</sup> graders
- Assist parent and child looking for report resources on the Library's databases for youth
- Suggest titles and/or series for emerging readers
- Plan an outreach story time at local community organization
- Assist patron with low vision with finding assistive technologies in the Accessibility Support Collection
- Gather resource materials for a classroom teacher working on a particular theme
- Resolve staff or patron questions in the Library as the Senior Librarian for the day
- Visit elementary schools to promote summer reading program
- Work with Teen librarian to develop an after-hours event for tweens and teens
- Assist a patron with downloadable materials

**APPLICATION:** Due Tuesday, July 5

Must include:

- Resume
- Cover letter
- Completed Library Application

The application is available on the Library's website at [btpl.org/about-us/employment-volunteer/](http://btpl.org/about-us/employment-volunteer/) and at the Library's Welcome Desk.

Careers  
Bloomfield Township Public Library  
1099 Lone Pine Road  
Bloomfield Township, MI 48302  
Email: [careers@btpl.org](mailto:careers@btpl.org)  
Fax: (248) 258-2555

Applications can also be delivered to the Library in person.

Bloomfield Township Public Library champions the power of words  
to spark discovery and imagination.

For more information about the Library, visit our website: [www.btpl.org](http://www.btpl.org)