



Utica Public Library

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
- 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

or by mail, Attention: Katherine Francis, Director

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Deadline for applications: OPEN UNTIL FILLED