



Redford Township District Library invites applications for the position of **Youth Librarian**

The Role

The primary responsibility of this position is to assist with delivery of reference, programming, and reader's advisory services to patrons of all ages.

Responsibilities

- Provide a high level of customer service to patrons of all ages in-person and over the phone.
- Assist customers in the use of the library's in-house technology and electronic resources.
- Manage portions of the youth and teen collections as assigned.
- Plan and implement story times and other youth and teen programs.
- Participate in school and community events as a representative of the library.
- Maintain a current knowledge of books, authors and trends in library services, programs, and collections.
- Support the Head of Youth Services in the maintenance of statistics, budgets, and other reports.
- Collaborate with others to develop and enhance the services, programs and collections.
- Create displays and other promotional items to raise awareness about the services, programs and collections.

Minimum Training and Experience

- Master of Library and Information Science degree (or near completion) from an ALA accredited program.
- Proficiency in the use of computers for library work; including the ability to access and utilize Internet resources and office software applications.
- Preferred: Public library experience, familiarity with databases, and previous use of TLC CARL•X.

Other Requirements

This position requires the ability to:

- Analyze and resolve problems, organize tasks, set priorities, achieve goals, maintain records, and facilitate positive relationships with staff and patrons.
- Communicate effectively verbally and in writing with the public and team members.
- Sit or stand for extended periods of time in the performance of the duties associated with this position.
- Lift objects weighing up to 50 pounds without assistance.
- Access, input, and retrieve information from a computer.

Employment Details

- Compensation: \$22.16, with increase possible after successful completion of orientation
- Benefits: Pro-rated time off, paid holidays, and up to \$3,000 in annual tuition reimbursement towards MLIS.
- Hours: 20 hours per week; includes evenings and weekends
- Supervisor: Head of Youth Services
- To apply: Submit application and resume by going to rtdl.org/about/employment/
- Deadline: Position open until filled, priority given to applications received prior to June 16th, 2023.