



The Benzie Shores District Library (BSDL) is seeking an enthusiastic, creative, and community oriented youth services librarian to join our team. BSDL is located in Frankfort Michigan, just minutes away from the Sleeping Bear Dunes National Lakeshore. The Library is a community treasure with friendly staff, great collections & services, as well as a beautiful view of the Betsie Bay. The ideal candidate should have a genuine interest in serving children and families, an understanding of early literacy, and have a passion for creating innovative children's library services and programs. We are open to considering non-MLIS candidates with comparable experience or those about to finish their degree.

POSITION:	Youth Services Librarian (2024)
WAGE:	\$40,000 annual salary
HOURS:	Full-time, 40 hrs per week, includes evenings and weekends
BENEFITS:	Defined Compensation, Health (plus Vision & Dental), Life & Disability, PTO
ACCOUNTABLE TO:	Library Director

SUMMARY OF WORK:

- Provides quick and accurate reference and reader's advisory services to all ages.
- Provides Children's programming for ages 0-17 years.
- Participates in collection development in assigned areas with responsibility for selection, weeding and promotion of collection use.
- Assists with cataloging and records maintenance.
- Plan and implement developmentally appropriate youth programming within the goals of the library, including the Library's Summer Reading Program
- Liaison to Frankfort Elementary Library, as outlined in the FEAS Partnership Agreement.
- Create seasonal displays and highlight new materials

ABILITIES:

- Ability to work with the public with a strong customer service orientation
- Strong communication skills, both verbal and written
- Presentation and public speaking skills.
- Ability to be adaptable, flexible, and self-motivated
- Ability to produce written reports
- Visual acuity and physical skills necessary to retrieve materials from shelves, maintain library materials and operate library equipment and software
- Ability to to push/pull loaded book carts and lift/carry materials up to 50 lbs.
- Hearing ability to answer the telephone and patron inquiries
- Ability to use and troubleshoot a variety of technologies, including operating systems, ILS, as well as varied software applications.
- Ability to manage multiple projects
- Ability to respond to multiple priorities, interruptions and demands.
- Ability to establish clear expectations, objectives and priorities, set achievable goals and track progress.
- Strong emotional intelligence and interpersonal skills.
- Savvy social media skills and an awareness of popular trends.

KNOWLEDGE:

- Knowledge of library practices, procedures, techniques
- Knowledge of literature, media and resources for ages 0 -17 years
- Knowledge of books, reader's advisory and reference work for all ages
- Knowledge of library procedures, personnel and policy mandates, and library law
- Knowledge of and adherence to standards of accuracy, timeliness, tact and confidentiality.
- Familiarity with current technology, i.e., advanced computer literacy, internet searching and evaluation skills, competent in MS Office programs and Google Docs
- Knowledge of standard practices of social media platforms for marketing use

QUALIFICATIONS:

- Minimum of Level III Michigan Public Library Certification
- Master's degree in library science from an ALA-accredited library school degree preferred.

EVALUATION

- The library director will give an annual summary of work to the Library Board
- All library employees are at will employees

OTHER DUTIES

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

No phone calls please. Questions can be directed to the Library Director, Stacy Pasche at:
director@benzieshoreslibrary.org

Interested applicants should email cover letter, resume and references (in pdf format) to:
director@benzieshoreslibrary.org