



Full-Time Youth Services Librarian Employment Opportunity

The White Lake Township Library serves 31,000 residents located 20 miles northwest of Detroit in the beautiful lakes area of Oakland County. It is an exciting time at White Lake, with a new 28,000 square foot building opened to the public in June 2019. The youth area has more than tripled in size from our previous location, allowing us to serve White Lake's growing population better and offers a unique opportunity to provide innovative programming and collections. We are committed to serving as a hub to our community and dedicated to providing essential services to inspire lifelong learning and build community connections.

Position: Youth Services Librarian, 37.5 hours a week, including some evenings and Saturdays

The Youth & Teen Services Department seeks a creative, enthusiastic, and dedicated team player to join our department. The ideal candidate is service-oriented and passionate about children's programming and literature. This candidate should be well-organized, eager to build relationships with various community organizations, and committed to continuing education and professional development.

Salary: \$40,000 - \$46,000+ annually, depending on qualifications and experience

Benefits: Excellent benefits package including health, dental and optical insurance. \$3,000 stipend for those who do not need health insurance coverage. A defined contribution (401K type), retirement plan with a generous employer contribution of 10% of salary, and no required employee match. Employee life insurance and other voluntary benefits. Paid time off benefits include vacation, sick, personal business, and holidays. Professional membership and the opportunity to participate in professional development available and encouraged.

Unique benefits include; the option to work an alternating six-day and four-day work week (We are closed Sundays). We also enjoy three-day Memorial and Labor Day weekends and a four-day Thanksgiving weekend.

Job Summary: Under the direction of the Head of Youth & Teen Services, this candidate will work in a team environment to provide a positive experience to patrons of all ages, focusing on those under the age of 18 and their caregivers. This candidate will provide reference and readers' advisory service, assist patrons in the use of digital resources, manage assigned collections, and provide dynamic programs for children 0 – 12 years of age.

Responsibilities:

- Offer excellent customer service focusing on youth and teen services
- Provide reference and readers' advisory services to patrons of all ages
- Assist patrons in the use of the Library and its print and digital collections
- Purchase and maintain assigned collections with a generous budget
- Plan and conduct regular programming including; storytimes, early literacy activities, and a variety of activities for children ages 0 - 12
- Coordinate outreach efforts to daycare facilities, schools, and other community groups
- Collaboratively utilize social media, website content, display areas, print and e-newsletters to promote programming, collections, and services
- Maintains awareness of new developments and emerging trends in library services through webinars, workshops, conferences, and professional journals
- Follow and apply all library rules, policies, procedures and patron privacy laws
- Serve as a staff member in charge as needed
- Perform related duties and general library work as required

Qualifications:

- ALA-accredited Master in Library and Information Science or Master of Science of Information.
- 2+ years of professional youth librarian experience in a public or school library preferred
- Enthusiasm for youth and teen services and commitment to public service excellence
- Demonstrated knowledge of library materials and resources for children
- Thorough understanding of child development and developmentally appropriate programming for children ages 0 – 12
- Ability to lead in-person and virtual programming
- Demonstrated proficiency with electronic databases, Microsoft Office applications, social media, integrated library systems, mobile technology, and an ability to provide technology instruction. Interest to explore new technologies preferred.
- Strong interpersonal, communication, organizational, and time management skills
- Ability to work effectively and courteously with the public and other library employees
- This position has a set schedule including two Saturdays a month. Willingness to occasionally adjust schedule to meet programming needs.
- Library of Michigan Level 1 or 2 Librarian Certification preferred

*Candidates nearing completion of their MLIS degree considered if the candidate has public or school library experience, technology experience, or other education beneficial to the Library.

Closing Date: Applications received on or before April 11th, 2021, will be given first consideration.

Application: Email cover letter, resume, and completed [application form](#)

Apply to: Leah Martin Kenney, Head of Youth & Teen Services
lmartin@whitelakelibrary.org

The White Lake Township Library is an equal opportunity employer.