### Newsletter for the week of February 7, 2022

<table>
<thead>
<tr>
<th>Page</th>
<th>Job Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Minutes – Teen Services Committee Meeting – October 8, 2021</td>
</tr>
<tr>
<td>8</td>
<td>Job – Library Intern, Adult Services – Part-time – Bloomfield Township Public Library</td>
</tr>
<tr>
<td>10</td>
<td>Job – Head of Youth Services – Full-time – Saline District Library</td>
</tr>
<tr>
<td>11</td>
<td>Job – Collections Librarian – Full-time – Ann Arbor District Library</td>
</tr>
<tr>
<td>13</td>
<td>Job – Adult Outreach Librarian – Part-time – Clinton-Macomb Public Library</td>
</tr>
<tr>
<td>16</td>
<td>Job – Adult Librarian I – Part-time – Farmington Community Library</td>
</tr>
<tr>
<td>18</td>
<td>Job – Children’s Para-Professional – Part-time – Farmington Community Library</td>
</tr>
</tbody>
</table>
I. 1:30 PM Call to Order

A. Approval of Meeting Agenda
   ● 1st Jocelyn Levin, Lyon Township
   ● 2nd Becca Russell, Royal Oak

B. Approval of Meeting Minutes
   ● 1st Jocelyn Levin, Lyon Township
   ● 2nd Becca Russell, Royal Oak

C. State or Local Committee Updates
   ● Spring Institute is planned for March, 2022. It will be a 2 day event in Mount Pleasant, in person, with chances for virtual participation. The call for proposals is open.

D. TLN Updates
   ● None

II. 1:35 PM Performers Showcase Overview
A. Slightly New Format
   ● Email was sent out with a directory of the performers and links to videos.

B. Questions
   ● None

III. 1:40 Program Planning Strategies
A. When creating a program what do you consider?
   1. Popularity?
   2. Ease of implementation?
   3. Cost?
   4. Learning outcomes?
   5. Strategic plan?
B. Do you use a specific format?
   1. ADDIE Model - analyze, design, develop, implement, evaluate
   2. See chat for more

IV. 1:45 Looking Ahead
A. What topics would you like to discuss?
   ● Diversity audits
   ● When patrons challenge books in the collection
   ● More resources for teen services in areas with a larger digital divide
   ● Ways people market their programs
   ● How to serve teens through nonfiction collections
   ● Social media (tiktok, instagram, facebook, pinterest, snapchat)
   ● How do you choose your book club books
B. What would be helpful for professional development?
   ● Learning new websites/platforms like Canva, Discord, Jackbox games, etc.

V. 3:30 Recent Favorite Teen Read
   ● A Wizard’s Guide to Defensive Baking, T. Kingfisher
   ● Podcast for teen movies: this ends at prom
   ● She Drives Me Crazy, Kelly Quindlen
   ● The Witch Haven, Sasha Peyton Smith
   ● Cemetery Boys, Aiden Thomas
   ● Pumpkinheads, Rainbow Rowell
   ● Mercury Boys, Chandra Prasad
   ● All Our Hidden Gifts, Caroline O’Donoghue
- *Pride and Premeditation*, Tirzah Price
- *Clown in a Cornfield*, Adam Cesare
- *The Box in the Woods*, Maureen Johnson
- *Rainbow in the Dark*, Sean McGinty
- *The Lost Girls*, Sonia Hart

**VI. 2:40 Adjournment**

1st Becca Russell, Royal Oak
2nd Tee Versele, Romulus

**Chat Transcript:**

13:30:32 From Tee Versele - Romulus Public Library to Everyone:
   Tee Versele - Romulus Public Library

13:30:36 From Lauren - CTCL to Everyone:
   Lauren Aquilina - Commerce Township Community Library

13:30:36 From Jocelyn, Lyon Twp Library to Everyone:
   Jocelyn Levin, Lyon Twp

13:30:37 From Barb Dinan to Everyone:
   Barb Dinan - Plymouth

13:30:42 From Becca ROPL (she/her) to Everyone:
   Becca Russell - Royal Oak

13:30:44 From Kate Wheeler- Brighton to Everyone:
   Kate Wheeler, Brighton District Library

13:30:46 From Sarah S.-SSLDL to Everyone:
   Sarah Swiderski Salem-South Lyon District Library

13:30:47 From Janna VanHouten - TLN to Everyone:
   Janna VanHouten - TLN

13:30:47 From Paige - BTPL to Everyone:
   Paige Greer - Brandon Township

13:30:54 From Jen Ryan- Howell Library (she/her) to Everyone:
   Jen Ryan Howell public library

13:31:22 From Amanda Gehrke to Everyone:
   Amanda Gehrke - Madison Heights Public Library

13:38:58 From Barb Dinan to Everyone:
   Can you give a specific example?

13:40:40 From Lauren - CTCL to Everyone:
   Nothing formal, but I follow tons of library Facebook Groups/Instagram pages/Pinterest Boards and save anything I like! Then, if I have the time and energy afterwards I'll sometimes summarize and assess the programs once they're done.
13:41:59 From Lauren - CTCL to Everyone:
   I can talk myself into doing the assessment/summary by saying it'll help me if I decide to repeat it in a few years haha
13:43:22 From Tee Versele - Romulus Public Library to Everyone:
   I reference Teen Services Underground often and try to follow the lead of my Teen Advisory Board. Our teen participation is usually pretty low so I mainly implement programs I have been asked to put on specifically by the teens so that I know I'll have a base number of participants. I also try to make them easy to implement. For example, we are starting a Life Skills series where we have presenters come in to teach about things like FAFSA, banking, Secretary of State services, etc. Not too much stress or cost on my part as well as meeting specific demands.
13:48:10 From Tee Versele - Romulus Public Library to Everyone:
   I concur, I would love to attend a meeting about diversity audits!
13:48:42 From Becca ROPL (she/her) to Everyone:
   I'm drawing a blank!!
13:51:19 From Becca ROPL (she/her) to Everyone:
   Add Jackbox Games to Elisabeth's list
13:51:19 From Lauren - CTCL to Everyone:
   Yes! We could volunteer to show tips on whatever we're good at!
13:51:27 From Tee Versele - Romulus Public Library to Everyone:
   Oh, I love Canva and Discord! I would be glad to show how to use those!
13:54:04 From Tee Versele - Romulus Public Library to Everyone:
   More resources for teen services in areas with a larger digital divide would be great.
13:55:40 From Lauren - CTCL to Everyone:
   Fundamental!
14:00:07 From Lauren - CTCL to Everyone:
   I have to head out early, nice to see everyone!
14:00:19 From Sarah S.-SSLDL to Everyone:
   Bye Lauren!
14:03:00 From Barb Dinan to Everyone:
   Likewise, I have 4 teen volunteers who are starting a book tok
14:06:06 From Tee Versele - Romulus Public Library to Everyone:
   @romulusteens if y'all wanna follow me!
14:06:45 From Becca ROPL (she/her) to Everyone:
   @roaklibrary
14:07:20 From Amanda Gehrke to Everyone:
   Sarah, would you mind sharing your program planning outline?
14:08:14 From  Sarah S.-SSLDL  to  Everyone:
    sure!
14:08:58 From  Barb Dinan  to  Everyone:
    later.com lets you schedule to insta from your computer
14:19:15 From  Tee Versele - Romulus Public Library  to  Everyone:
    Teen GN author Trung Le Capecchi-Nguyen has his own tarot deck that is
    GORGEOUS, it's like $20 on Amazon
14:20:47 From  Becca ROPL (she/her)  to  Everyone:
    I'm not a tarot person but I've been tempted by the Jane Austen tarot deck
14:22:16 From  Tee Versele - Romulus Public Library  to  Everyone:
    Congratulations!
14:22:22 From  Jessica Wilhoite - Romulus  to  Everyone:
    Congrats!
14:22:31 From  Becca ROPL (she/her)  to  Everyone:
    Congrats!!!!
14:25:00 From  Barb Dinan  to  Everyone:
    I haven’t read it but The Shadows Between Us has been super popular
14:35:34 From  Jocelyn, Lyon Twp Library  to  Everyone:
    Becca, what was that title?
14:35:48 From  Becca ROPL (she/her)  to  Everyone:
    The Lost Girls by Sonia Hartl
14:36:14 From  Becca ROPL (she/her)  to  Everyone:
    Cover is a cute vampire girl
14:38:45 From  Jocelyn, Lyon Twp Library  to  Everyone:
    Podcast Faves:
    The Anthropocene Reviewed
    Stuff You Should Know
    SciShow TangentsDear Hank and John
14:38:54 From  Jocelyn, Lyon Twp Library  to  Everyone:
    Oops SciShow Tangents
14:39:50 From  Jocelyn, Lyon Twp Library  to  Everyone:
    Every Little Thing
    Ologies
    99% Invisible
    Completely Arbitrary

**Next Meeting: Friday, Jan 14, 2022**
EMPLOYMENT OPPORTUNITY

The Bloomfield Township Public Library is looking for an enthusiastic, energetic library science student committed to high quality public Library service. The Bloomfield Township Public Library is a class V Library, with a service population of 42,000+ people. There is strong community support for the Library, its collections, its services and the programs offered. The Library promotes inclusivity in the diverse collections and programs available to all ages and abilities. Technology is integrated into Library services. The successful candidate will have a strong commitment to provide quality public service and the desire to work in a collaborative team environment.

POSITION TITLE: Library Intern

DEPARTMENT: Adult Services, reporting to Department Head

HOURS: Part-time, 20 hours weekly. Includes evenings and weekends. Internship limited to three years.

WAGES & BENEFITS: $17.25 per hour with an increase to $18.00 after successfully completing a 90-day orientation period. Pro-rated paid time-off benefits, i.e., sick, personal business, vacation, holiday, and emergency time. Term life and disability income insurance provided.

RESPONSIBILITIES:
This is a pre-professional position that will prepare the intern for future employment in a public library. Interns will serve the public at the library’s service desks. Other regular duties include materials advisory, reference services, and helping patrons access the library’s technology services including the online catalog. Interns will work positively and collaboratively across departments to accomplish goals. Intern projects may include planning and presenting programs, collection development, the creation of web content, outreach to the community, and other duties as assigned. We are also open to project ideas from interns. The goal of the internship is to provide supervised, varied experiences that prepare library science students for the work of professional librarians.

REQUIREMENTS:
MINIMUM:
- Current enrollment in an ALA-accredited Library and Information Science Master’s degree program.
- Dedication to library service of a diverse population.
- Proficiency in the use of computers for library work, including the ability to access and utilize internet and database resources, social media platforms and office software applications.
- Ability to lift, bend, stoop, push, and pull equipment or carts weighing up to 20 pounds. Ability to visually review materials, to discern vocal and audible tones, to communicate over the telephone, and to provide clear verbal and written directions.

DESIABLE:
- Recent public library or retail work experience.
• Familiarity with social media and content management systems.
• General knowledge of library collections, databases, downloadable materials, website, and online catalog.
• Coursework related to public library and service to children and families.

APPLICATION: Due Friday, March 4, 2022

• resume
• cover letter
• completed library application form

The application is available at the Welcome Desk and on the Library’s website at btpl.org/about-us/employment-volunteer/

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

Applications may 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
POSITION: Head of Youth Services

SALARY & BENEFITS: Grade 17   $64,500 - $78,700 (depending on qualifications); vacation, sick, and holiday time; health, vision, dental, life, short- and long-term disability insurance; retirement

STATUS: Full-time, 40 hours/week; work schedule includes evenings and weekends

REPORTS TO: Saline District Library Director

POSITION DESCRIPTION: Due to retirement, the Saline District Library is seeking a dynamic Head of Youth Services to coordinate and administer library services and programs for children, tweens, and parents. Under the direction of the Library Director, this person assists in planning, implementing, and evaluating programs and services. Collection development and public service duties are major components of the job. This person is responsible for supervising and scheduling approximately six staff positions.

AREAS OF RESPONSIBILITY & ESSENTIAL DUTIES:

Planning/Administration: Participate in Management Team; Maintain effective communication within the department and within the library; Recommend to Administration solutions and changes that impact the department; Develop written procedures and maintain knowledge for all areas of the department.

Staff Management: Develop work plan and schedules, assigning duties within the department; Hire, train, schedule, supervise, and evaluate staff for public service, collection development, and programming duties.

Collection Development: Oversee and participate in management of all youth resources.

Public Relations: Assist in public service areas, including regular shifts at the Youth Reference desk; Engage in outreach within the schools and community; Provide readers advisory services to families.

Programming: Develop and oversee innovative programming for children and families, with a particular focus on early childhood literacy and older youth/tweens.

Professional Development: Participate in professional development opportunities to enhance managerial skills and to keep abreast of new trends and developments in the library field; Encourage staff professional growth by supporting participation in workshops and seminars.

REQUIRED QUALIFICATIONS: Master’s Degree in Library/Information Science from an American Library Association accredited graduate school; Eligible for Level 1 Librarian’s Professional Certificate from Library of Michigan; Three years of professional public library experience with proven capabilities in management; Proficient with computer applications in a library setting; Familiarity with children’s literature and early literacy trends; Ability to motivate, establish and maintain effective working relationships with staff, colleagues, and the general public; Demonstrated ability to: effectively communicate orally and in writing; organize and supervise the work of others; plan and implement youth programming; project a positive image of the library; set priorities in a changing environment and make timely decisions.

TO APPLY: Submit in a single document: completed Saline District Library employment application (available at www.salinelibrary.org), letter of application, and resume to: karrie@salinelibrary.org or by mail to: Karrie Waarala, Interim Director, Saline District Library, 555 N. Maple Road, Saline, MI 48176. Applications received by Friday, February 18, 2022 will receive first consideration.
Ann Arbor District Library
Employment Opportunity

Regular Staff Position

Job Title: Librarian
Department: Collections
Supervisor: Collections Manager
Hiring Range: $52,300 - $65,400
Union Position: Yes
Benefits: Yes
Opening: January 31, 2022
Closing: 9:00 PM on February 14, 2022

Position Summary
Under the direction of the Collections Manager, the Librarian staff works with teams and staff members throughout the organization to produce and develop content, events, and partnerships that add value to the community we serve. They select and maintain high quality physical and digital collections and are responsible for the organization and categorization of these items. Librarians provide customer service to library users via regular shifts on public service desks throughout the library system. Interest in conceiving and pursuing special projects is encouraged.

Position includes some evening and weekend hours.

Essential Duties and Responsibilities include the following; other duties may be assigned:

• Selects and maintains collections, both digital and physical, working with other staff to ensure a broad, accessible, diverse library collection.
• Develops, plans and implements innovative programs and special projects for audiences of all ages and interests, both remote and in-person.
• Provides skilled and thoughtful reference and recommendation services via in-person, remote, and online interactions.
• Develops, contributes to, and/or licenses online content and products for library users of all ages, including creation of new writing, images, audio, video, and web applications.
• Works with individuals and organizations in the community to develop partnerships with an emphasis on community events and experiences.
• Serves on departmental and system-wide teams and delivers related action items on schedule.
• Works courteously and effectively with library patrons, library staff and the general public.

Minimum Qualifications include:
• Master’s Degree in Information or Library Science from an ALA-accredited program.
• Eligibility for Michigan Librarian Professional Certificate.
• Excellent customer service attitude, communication, and interpersonal skills.
• Proven experience developing and producing events and experiences for the public.
• Experience selecting, evaluating, and maintaining collections in a library context.
• Ability to learn new skills and design efficient processes.
• Strong organization and planning skills.
• Ability to work successfully within a complex organizational structure.
Open approach to library service.

Preferred Qualifications include:
- Fluency in one or more non-English languages.
- Experience working with electronic resources, including evaluating use and interacting with vendors.
- Experience writing and editing.
- Demonstrated ability in working successfully with diverse audiences.
- Knowledge of current trends in public libraries.
- Creative problem solving.
- Successful and relevant public library experience.

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements.

To apply, please submit a completed employment application form with optional cover letter and resume to:

www.aadl.org/aboutus/employment

The Ann Arbor District Library is an EEO Employer.

The Ann Arbor District Library reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of its business.
JOB POSTING
CLINTON-MACOMB PUBLIC LIBRARY
PART-TIME ADULT OUTREACH LIBRARIAN

**Position:** Adult Services Outreach Librarian, 22.5 hours a week, including some evenings and weekends

This person provides professional library information services and life-long learning opportunities to primarily adults including seniors and other special populations. Such services include reader's advisory, reference services, programming and deposit collections. This person will be based at the Main Library, but be expected to work at all three library locations as well as out in the community. This person will report to the Adult Outreach Services Manager.

**Salary:** $27,138 per year ($35,607 current maximum based on a 12-step scale)

**Benefits:** Pro-rated benefits (short and long-term disability, life insurance, 3 weeks of vacation, sick leave, standard holidays, 401A defined compensation retirement plan after one year; eligible to purchase medical/dental/vision insurance at own expense).

Optional: 457B retirement plan and flexible spending account.

**Primary Job Duties:**
- Builds and maintains strong working relationships with community partners
- Provides professional reader's advisory and reference services to customers of all ages with a focus on seniors and other adult special populations
- Assists customers in use of the library and its print, digital and other technology resources
- Develops and maintains a portion of the library's collection as assigned including selection, ordering, weeding and spending within an allocated budget
- Prepares bibliographies or information resource guides and keeps them current
- Provides library programs such as book talks, discussion groups, lectures, crafts and other related programs both in the buildings and out in the community
- Actively considers equity, diversity and inclusion in decision-making
- Provides timely information for program publicity
- Motivates, establishes and maintains effective working relationships with coworkers, supervisors, volunteers, other community agencies and the public
- Maintains awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.
- Prepares for emergencies and helps maintain a safe work environment
- Serves as Sunday staff member in charge on a rotating basis (typically once a year)
- Performs related duties as required
Required Qualifications:
• Master’s degree in library science from an ALA-accredited library school
• Knowledge of the philosophy and techniques of public library services
• Demonstrated knowledge of library materials and resources for adults and special populations
• Knowledge of digital resources, computers, Microsoft Office applications, and integrated library systems (Polaris preferred)
• Desire to meet and serve the public
• Positive attitude toward library users of all backgrounds including those with special needs
• Creativity to develop and implement new library programs and services
• Delivers consistently high quality external and internal customer service
• Able to adapt to changing procedures and situations
• Able to understand and carry out oral and written instructions
• Able to prioritize duties and tasks; work independently and assume responsibility
• Strong oral and written communication skills
• High energy, self-motivated to create and embrace new services
• Good typing skills
• Good organizational skills
• Knowledge of English language, spelling and arithmetic

Mental Requirements:
• Is accurate
• Able to maintain confidentiality of library records and administrative matters
• Is flexible, works under short time constraints, and meets deadlines
• Able to interact and work effectively with customers, supervisors, co-workers, contractors and volunteers
• Able to interpret and follow policies and guidelines

Physical Requirements:
• Seeing; keyboarding; using the telephone; lifting or carrying objects weighing up to 50 pounds; pushing or pulling carts weighing up to 300 pounds; walking; bending; stooping; crouching; reaching; picking up litter; spreading ice melt
• Standing or sitting for periods of time
• Ability to drive an outreach services delivery van
• Writing or typing to complete work forms

Process:
Deadline for applications: Friday, March 18, 2022, 5:00pm
Interviews anticipated: March 28-April 1, 2022
Decision anticipated by: April 4, 2022
Target starting date: April 18, 2022
Items to submit (in a single PDF file with an email subject line of “Children’s Services Librarian application”):

- Cover letter
- Resume
- If not a current employee, a CMPL Employment Application (available: https://cmpl.org/employment/)
- Answer to the following two pre-interview questions:

1. Describe one trend that is impacting library services to seniors.

2. Assume you have recently attended a conference for librarians and wish to implement a new districtwide service at CMPL. How would you go about making the case and obtaining buy-in from your co-workers and supervisor?

**Apply to:** Meghan Mott, Adult Outreach Services Manager
Clinton-Macomb Public Library
40900 Romeo Plank Road
Clinton Township, MI 48038
mmott@cmpl.org

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. This is an at-will position.

The Clinton-Macomb Public Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual’s race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.
February 1, 2022

The Farmington Community Library is seeking a creative, energetic, ambitious, and dedicated Part Time Adult Services Librarian. The successful candidate will possess excellent technology skills, be service oriented and excited to grow, learn and share knowledge with both peers and patrons. This candidate should have knowledge of best library practices, familiarity with reference materials for adults and students, and an awareness of current reading, viewing, and listening interests of adults.

Position Available: Part Time Librarian I - Adult Services Department

Salary Range: $20.61 – $22.48 dependent upon experience

Full-time Position: 24 hours per week, including nights and weekends

Fringe Benefits: Excellent – including vacation, paid holidays, personal and sick leave, defined contribution plan

Please include your cover letter, resume, and application. Application available at: http://history.farmlib.org/pdfs/Employment_Application_3_2018.pdf

Deadline for application packet is February 18, 2022, 5:00 PM to:

Crystal Peterson
Crystal.Peterson@farmlib.org
Farmington Community Library
32737 West 12 Mile Road
Farmington Hills, MI 48334

Job Summary:
Under the supervision of the Department Head, the successful candidate will use his/her experience and training to support the library’s philosophy of customer service and community engagement. Providing services such as reader’s advisory, computer/print/fax assistance, and programming are regular duties of this position.

Essential Duties/Responsibilities may include, but are not limited to:

- Provides quick and accurate reference and reader’s advisory services to the public, using both print and online resources.
- Assists patrons in using our public computers, digital eBook platforms (hoopla and Libby), automated circulation system, fax/scan/copy machine, and the Internet.
• Provides Adult programming, under the supervision of the Department Head. Examples include leading a book discussion, coordinating with outside presenters to bring virtual and in-person programs to the library, and presenting a program yourself.
• Participates in collection development in assigned areas with responsibility for selection, weeding and promoting use of the collection.
• Becomes familiar with the Library’s Reference Collection and all special collections, thereby serving as a resource for other Information Desk staff.
• May receive a secondary assignment to demonstrate employee’s understanding and knowledge of the library’s approach to a special collection or service.
• Serves as the Librarian-In-Charge of the building, when assigned. Must be knowledgeable about and able to make decisions in situations dealing with Library security, emergency procedures and conflict resolution.

Minimum Qualifications:
• Master’s Degree in Library and Information Science from a school accredited by the American Library Association.
• One year experience in public libraries.
• Professional certification as a Librarian from the Library of Michigan or ability to gain it within 1 year
• Ability to learn new and emerging technologies.
• Proficient in the use of social media platforms.
• Excellent oral and written communication skills and the ability to communicate technical topics effectively and easily to novices.
• Experience teaching technology literacy and skills to patrons with a range of technical knowledge and abilities.
• Strong organizational skills and the ability to set and modify work priorities independently with a high degree of initiative.
• Demonstrates creativity, flexibility, and a positive attitude.
• Exhibits patience, tact and poise in a busy setting serving patrons and staff with high expectations.
• Critical thinking skills, knowledge of literature, current events, and general information
• Excellent customer service skills and professional attitude towards providing public library services to patrons.
• Exhibits good judgment and ability to establish and maintain effective working relationships with other staff and supervisors.
• Excellent understanding of Library policies, procedures, philosophy, and Public Service Values.
• Demonstrates regular and predictable attendance, including attendance at required meetings.

This job description is intended to represent only the key areas of responsibility; specific position assignments will vary depending on the needs of the department.

Physical Activity Requirements:
Degree of physical demands (strength) usually associated with the essential functions of the job include the ability to lift, push and/or pull up to 20 lbs., and push carts weighing up to 200 lbs.

Equipment Commonly Associated with this Job:
Computer equipment plus peripherals, scanner, computer projector, telephone reception system, microform reader printers and office machinery, among others.
Part Time Para-Professional Children’s Services Department

Feb. 4, 2022

The Farmington Community Library is a District Library serving the communities of Farmington and Farmington Hills with two locations, 12 Mile and Liberty St. We are seeking a dynamic, community-minded individual to join our Children’s Services department as a Part-time Paraprofessional. The successful candidate is highly collaborative, creative, open-minded, and dedicated to providing excellent customer service and exciting programming for families of children ages 0-12.

The Farmington Community Library embraces diversity and promotes inclusion in its hiring and operations. The Library actively seeks individuals whose commitments and contributions will advance our mission to be a diverse and equitable organization. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team and reflect the families we serve.

Position Available: Part Time Para-Professional
12 Mile Children’s Services Department

Salary Range: Starting at $15.77

Part Time Position: 24 hours per week. This position requires some evening and weekend hours and would be ideal for a candidate who needs a flexible schedule due to family and/or school needs.

Fringe benefits: Paid time off, Employee Assistance Program, up to 2 professional memberships paid by Library, and paid continuing education/professional development opportunities.
Deadline for Application: Feb. 28, 2022 at 5:00 p.m.

Send your cover letter, resume, and application (find at http://history.farmlib.org/pdfs/Employment_Application.pdf) to:

Crystal Peterson
Crystal.Peterson@farmlib.org
Farmington Community Library
32737 West 12 Mile Road
Farmington Hills, MI 48334

Essential Duties/Responsibilities:
● Developing and providing events for children ages 0-12 years and their caregivers
● Providing quick and accurate reference and reader’s advisory services to the public
● Assisting patrons in using the online public access catalog, self-checkout stations, public computers, AWE early learning computers, and public iPads
● May participate in collection development in assigned areas, under the supervision of the Department Head

Required Qualifications:
● Excellent customer services skills, including phone, chat/email, and in-person interactions
● Effective oral and written communication skills, including excellent public speaking abilities
● Skilled at working with diverse audiences
● Associates degree (or currently enrolled in Associates program) OR 3+ years of experience working with children
● Proficient in using technology including Microsoft Office Suite, Outlook, and social media platforms
● Experience working with children
● Ability to work independently
● Ability to lift, push, and/or pull at least 20 pounds
● Ability to think critically in order to answer reference queries and troubleshoot problems

Preferred Qualifications:
● Passion for and/or experience with STEM learning for children
● Knowledge of local nonprofit and community organizations as opportunities for library partnerships