



## NOTICE OF POSITION OPENING

Highland Library is seeking an enthusiastic, caring paraprofessional to join our Youth Services team. Youth Services, with a dedicated staff and strong collection, are located on the lower level of our library. Specific responsibilities may include program planning for families with children ages 12 and under.

**Position:**

**Paraprofessional** Regular schedule of 15 hours per week (up to two evenings and Youth Services, Part-time alternating Fridays/Saturdays),

**Salary Range:** \$13.47 per hour starting wage; annual step increases to \$16.38 per hour.

**Job Goal:** Assisting Youth Services librarians in providing efficient and friendly information, reader's guidance, and programming services and helping patrons access online and physical resources in order to fulfill the Library's dual missions of education and culture for the community

**Primary Job Duties:**

- \* Foster a pleasant and inviting atmosphere that promotes literacy using displays, well-organized resources and hands-on activities
- \* Assist and instruct individual patrons or groups in use of the library and its resources
- \* Assist with youth collection maintenance: evaluation, inventory and weeding of materials
- \* Assist in providing personal aid in reference and readers' advisory services for children
- \* Plan and organize workflow as a member of Youth Services team and library as a whole
- \* Assist with provision of youth programs, incl. large programs for families and Summer Reading Club activities
- \* Provide technology support and instruction for patrons (i.e. downloadable books, movies, etc)
- \* Help coordinate public library services with schools and youth groups in the community
- \* Other duties as assigned

**Job Requirements:** Applicant should possess many of the following qualifications:

- \* Bachelor's degree in elementary ed, hospitality, library services or related field required
- \* Friendly, positive public service orientation
- \* Ability to develop and implement children's programming
- \* Familiarity with basic child development principles or work experience with children
- \* Ability to work effectively with the public – especially children and young adults – and in cooperation with other library staff
- \* Good organization, communications and planning skills
- \* Computer literacy, including use of databases, library automation, iPads and the internet
- \* Commitment to professional growth and continuing education in areas of youth programming, online resources and library services
- \* Knowledge of social media and ability to market library to the community
- \* Knowledge of library practices or public library experience preferred
- \* Knowledge of materials, reading levels and interests of children
- \* Creativity, enthusiasm, initiative
- \* Ability to lift/push/carry materials weighing up to 30 pounds

**Submit Resume To:** jude halloran, Director  
Highland Township Public Library  
444 Beach Farm Circle, Highland, MI 48356

**Application Deadline:** Apply by 5 p.m., November 17, 2018, for first consideration.

Highland Township Public Library is a member of The Library Network and a shared automated library system (CARL.) We are located ten miles east of the US-23 Hartland exit, twenty-five miles west of Pontiac, on the north side of M-59, east of Milford Road. The Highland Library is an equal opportunity employer. For further information please call 248-887-2218.