



## **JOB POSTING**

**TITLE: Youth Desk Aide**

**WAGE: \$14.09/hour**

**STATUS: Part-time (12 hours/week; potential days include Tuesday mornings, Monday, Wednesday, Thursday evenings, alternate weekends)**

**REPORTS TO: Head of Youth Services**

### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Staff the Youth Reference Desk.
- Assist children and adults with finding materials and information, using both print and online sources.
- Assist with preparing crafts for storytimes and other programs.
- Straighten shelves and other areas of the Youth Department.
- Some additional tasks in support of Youth Department programs and activities may be assigned.

### **REQUIRED QUALIFICATIONS:**

- High school graduate; some college preferred
- Strong public service outlook, with a desire to serve children and adults
- Experience working with children
- Computer experience
- Demonstrated ability to work independently
- Dynamic, energetic and resourceful
- Flexibility necessary with scheduling; hours include evenings and weekends

### **DESIRED QUALIFICATIONS:**

- B.A. degree (or equivalent) in related field (child development, education, children's literature)
- Public library experience
- Knowledge of children's literature
- Experience trouble-shooting computers

**TO APPLY:** Submit in a *single* document: completed Saline District Library employment application (available at [salinelibrary.org/about/employment](http://salinelibrary.org/about/employment)), letter of application, and resume to:

Kelly Soerens, Head of Youth Services at [kelly@salinelibrary.org](mailto:kelly@salinelibrary.org).

Please contact Kelly via email or phone at 734-429-5450 with any questions.

**Applications received by Friday, October 7, 2022 will receive first consideration.**