



JOB POSTING

TITLE: Youth Desk Aide

WAGE: \$16.59/hour

STATUS: Part-time (12 hours/week; potential days include Tuesday evenings, 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), letter of application, and resume to:

Kelly Soerens, Head of Youth Services at kelly@salinelibrary.org.

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

Applications received by Friday, February 2, 2024 will receive first consideration.