



**Library Assistant, Youth Services**

**Part-time:** 20-29 hours weekly

**Wage Range:** \$10.00-12.00

**Immediate Supervisor:** Librarians

**Duties:**

The essential job duties for the Library Assistant, Youth Services include but are not limited to the following:

- Assist Librarians in promotion and implementation of library programs for youth.
- Assist at youth, teen and adult reference desks and computer labs
- Assist in shelving materials, weeding projects and shifting the collection
- Create displays to promote literacy and library programming
- Take photos and video footage of library programs
- Updating the library social media pages (adding content & promoting programs & services)
- Speaking in the Pontiac Schools and Community about library programs and services for youth services
- Other duties as assigned

**Skills and Requirements:**

- Excellent customer service skills
- Experience working with youth of all ages
- Ability to work independently and as part of a team
- Knowledge of the Pontiac Community
- Attention to detail
- Organizational skills
- Ability to adapt to change
- Commitment to innovation and continuous improvement
- High School Diploma required. College studies and Library Experience preferred.
- Skilled using computers and multi-line phone systems

**Working Conditions:**

- Work in an urban library setting directly with the public
- Sustained posture in a standing, seated or walking position for prolonged periods of time
- Perform bending, lifting, and pushing
- Working outside of the library in the Pontiac Community promoting the library.

**Application Procedure:** All applicants must submit a completed Pontiac Public Library Employment Application, Resume, Cover letter, and three references to be considered for the position. Please fax, mail or e-mail the application and any accompanying documents to Devan Green, Library Director, [dbgreen@tln.lib.mi.us](mailto:dbgreen@tln.lib.mi.us), 60 East Pike, Pontiac, MI 48342 Fax: 248-430-8254. For more information, you may contact the library 248-758-3942.

*Pontiac Public Library is an Equal Opportunity/Affirmative Action Employer. All interested applicants are encouraged to apply.*