Cheboygan Area Public Library

Position: Youth Services Librarian
Salary: $40,000 annual salary
Schedule: Full-time, 40 hours per week, includes evenings and weekends
Benefits: Defined Compensation, Health (Vision & Dental stipend), Life & Disability
                  insurance, PTO (Vacation/Holiday/Sick)

Essential Responsibilities and Duties

- Provide regularly scheduled, special, and passive children's and teen programs
- Conduct collection development in a variety of formats and subject areas; including selection, display, access, analysis, weeding and budget management
- Create an environment that attracts and invites families to use the facilities and collections
- Provide proactive customer service and reader's advisory to library patrons of all ages in person and on the phone
- Communicate the importance of libraries and library materials to youth in the library community
- Plan and implement developmentally appropriate youth programming within the goals of the library, including Summer Reading Program
- Act as library liaison to area schools, preschools, day care providers, and youth serving agencies and organizations to promote library programs and services
- Arrange for additional funding for programming through grants, speaking to civic organizations, and by creating community collaborations
- Serves as on-duty staff as needed, making decisions dealing with library security, policy, emergency procedures, and customer service

Qualifications

Education, Training and/or Experience
- Bachelor's Degree
- Master's Degree in Library Science from an ALA accredited program preferred
- Experience working with children
- Customer Service experience
- Public Library experience preferred
- Valid Michigan driver's license

Skills and Abilities:
- Enthusiasm for working with youth of all ages and commitment to public service excellence
- Ability to translate children's and parents needs and interests into effective library services and programs
- Demonstrated ability to use technology, including automated library system, office productivity software, electronic resources, and databases

- Knowledge of current STEAM and maker-based trends in library services for children
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Interest in taking the library into the community by collaborating with other organizations, promoting library services at non-library related functions, providing offsite programming and outreach
- Embraces change in work environment, procedures and services
- Good organizational skills; able to prioritize duties and tasks, work independently and assume responsibility
- Enthusiasm for working as part of a team

Physical Demands
The physical demands herein are representative of those that must be met by an employee to successfully perform the essential responsibilities and duties of this job.

Work Environment
- Majority of work performed in the library and in the greater Cheboygan area community
- Requires evenings and weekends
- Requires periodic participation and attendance at events and training
- Requires extensive public contact

The Cheboygan Area Public Library (CAPL) is accepting applications for the Youth Services Librarian position through Sunday, March 31, 2024.

To apply, please email a cover letter, resume, and [CAPL employment application](#) to:

Brice Bush, Library Director
contactuscapl@gmail.com

Alternately, mail your cover letter, resume and completed application to:

Brice Bush, Library Director
Cheboygan Area Public Library
100 S Bailey St
Cheboygan, MI 49721

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with the position and is subject to review and change at any time in accordance with the needs of the Cheboygan Area Public Library. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions. This position requires a background check.