

JOB POSTING

CLINTON-MACOMB PUBLIC LIBRARY

PROVISIONAL YOUTH SERVICES PAGE

Position: Provisional youth services page, 10 hours per week, including some evening and weekend hours

This person will be based at the Main Library, but may be expected to work in the library's other locations or out in the community at times. This person will report to the Head of Youth and Young Adult Services.

Wage: \$9.50 to 10.49 per hour based on qualifications

Benefits: Flexible schedule, great work atmosphere in a dynamic library system

Primary Job Duties:

- Preparing materials for library programs
- Aiding librarians with set up and cleanup of programs
- Collection maintenance including shelving, weeding, inventorying, and discarding items
- Sanitize toys used in programs and in the Children's Room
- Creation of displays
- Other duties as assigned

Required Qualifications:

- Some knowledge of Microsoft Office
- Enthusiastic, solution-oriented collaborator
- Ability to establish and maintain effective working relationships at all levels
- Ability to prioritize duties and tasks and work independently
- Delivers consistently friendly, attentive, welcoming, high quality customer service
- Able to understand and carry out oral and written instructions
- Able to adapt to changing procedures and situations
- High energy, self-motivation to create and embrace new services
- Knowledge of English language, spelling and arithmetic

Mental Requirements:

- Is accurate
- Is flexible, works under short time constraints, and meets deadlines
- Able to interact and work effectively with customers, supervisors, co-workers and volunteers
- Able to maintain confidentiality of library records
- Able to interpret and follow policies and guidelines



Physical Requirements:

- Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; spreading ice melt
- Standing or sitting for periods of time
- Writing or typing to complete work forms

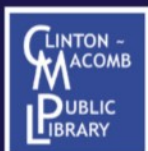
Process: Deadline for applications: Friday, August 30, 2019
 Interviews anticipated: Week of September 3, 2019
 Decision anticipated by: September 9, 2019
 Target starting date: September 23, 2019

Apply to: Lisa Mulvenna, Head of Youth and YA Services
lmulvenna@cmpl.org

Items to submit (in a single PDF file):

1. Cover letter
2. Resume
3. [CMPL Job application](#) (not required for current employees)

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. This is an at-will position. The Clinton-Macomb Public Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual's race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.



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