



JOB POSTING

CLINTON-MACOMB PUBLIC LIBRARY

PART-TIME YOUNG ADULT SERVICES ASSISTANT

Position: Part-time Young Adult Services Assistant

This person reports to the Head of Youth/YA Services and primarily assists with after school programming for young adults (grades 6 – 12) at the Main Library, although may be asked to assist at other locations as required.

Salary: \$14.41 per hour (\$17.99 current maximum based on a 10-step scale)

Schedule: 22.5 hours a week, typically afterschool, Monday through Thursday; includes evening and weekend hours

Benefits: Pro-rated benefits (short and long-term disability, life insurance, 3 weeks of vacation, sick leave, standard holidays, 401A defined compensation retirement plan after one year; eligible to purchase medical/dental/vision insurance at own expense).

Optional: 457B retirement plan and flexible spending account.

Primary Job Duties:

- Supervises young adults (grades 6 – 12) in a safe and welcoming environment designed for socializing and small game interactions
- Builds relationships with the young adult community; engages young adults in conversation, activities and library-related events
- Has awareness of new/popular activities to meet the needs of young adults
- Monitors behavior to ensure safety and positive communications amongst peers; enforces the library's Code of Conduct and other policies as needed; assists with difficult interactions
- Responds to maintenance issues and emergencies in the space
- Sets up and breaks down tables, chairs and other equipment
- Performs related duties as required

Required Qualifications:

- High school diploma or equivalent, associate's degree preferred
- Experience in working with young adults
- Desire to meet and serve the public, especially young adults
- Ability to adapt and respond to multiple priorities, interruptions and demands, and resolve problem situations in a positive manner
- Able to work independently and assume responsibility
- Familiarity with computers and videogame systems desired
- Good organizational skills
- Strong verbal, written, and interpersonal communication skills
- Knowledge of English language, spelling and arithmetic
- Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; pushing book carts; picking up litter; spreading ice melt
- Background check required prior to placement

Mental Requirements:

- Is accurate
- Able to maintain confidentiality of library records and administrative matters
- 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 make managerial decisions and interpret policies and guidelines
- Uses good organizational skills

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; picking up litter; spreading ice melt
- Standing or sitting for periods of time
- Writing or typing to complete work forms
- Manual dexterity for operating small tools such as scissors, glue sticks, rulers, art supplies and digital cameras

Process: Deadline for applications: June 12, 2019 at 5 p.m.
Interviews anticipated: Week of June 17
Decision anticipated by: June 24, 2019
Start date: July 8, 2019

Apply to: Lisa Mulvenna, Head of Youth/YA Services
Clinton-Macomb Public Library
40900 Romeo Plank Road
Clinton Township, MI 48038-2955
(586) 226-5031 / lmulvenna@cmpl.org

Items to submit (in a single PDF file):

1. Cover letter
2. Resume
3. CMPL Job application (attached to this posting)

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.