

Auburn Hills Public Library Job Announcement

Position: Youth Services Assistant, Part-Time

Salary: \$12.00/hour

Hours: 18 hours per week, including evenings and Saturdays. Must be flexible.

Date Available: Immediately

Qualifications:

- Bachelor's Degree from an accredited college or university
- Experience working with youth.
- Skill in working with community agencies serving youth, including outreach to local schools.
- Ability to promote and maintain effective relationships with other staff, and work in a team environment.
- Strong organizational and time management skills, as well as the ability to work independently.
- Proficiency with emerging technology.

Primary Job Duties:

- Emphasis on service, with strong ability to communicate effectively.
- Assist library visitors at the youth services reference desk
- Develops and implements creative programs and services for youth. During COVID-19 restrictions, this will include providing virtual and take home programming.
- Shares the responsibility for displays and bulletin boards in the youth area.
- May attend relevant workshops and meetings.
- Perform other duties as assigned.

Physical Demands:

- Specific vision abilities required by this job include: close vision, ability to adjust focus, and see keyboards. Must be able to sit, bend, and/or walk for extended periods of time. Must be able to reach, and carry books or boxes of books, push book carts, use the telephone, lift, push, pull objects weighing up to 40 pounds.

Submit cover letter, resume, and application to:

Auburn Hills Public Library, 3400 East Seyburn Drive, Auburn Hills MI 48326
Attn: Erin Look, Youth Services Coordinator, looke@ahplibrary.org

Application Deadline: April 15th 2021

The logo for Auburn Hills Public Library (AHPL) features the letters 'AHPL' in a bold, white, sans-serif font. The 'A' and 'H' are connected, and the 'P' and 'L' are also connected. The logo is set against a green background.

auburn hills public library
3400 E. SEYBURN DRIVE
AUBURN HILLS, MI 48326
248.370.9466
AHPLIBRARY.ORG

