

CIDL

CLARKSTON INDEPENDENCE
DISTRICT LIBRARY

Innovate. Enrich. Educate.

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6495 Clarkston Road
Clarkston, MI 48346

Part-time Programming Aide

The Clarkston Independence District Library is looking for a creative and enthusiastic person to become of a member of our Youth Services Team! We are in the midst of creating new and innovative programming for our community and need someone to help us out! If you are interested, check out the job description below.

Salary: \$11.00- \$16.00 per hour depending on experience

Hours: 10-20 hours per week

Primary job duties:

Duties include, but are not limited to:

- Preparation and facilitation of programs for children from birth to age 18
- Promotion of collections through creation of displays
- Perform other library duties as assigned

Qualifications:

- Professional and enthusiastic attitude towards providing public library service to patrons
- Experience working with children
- A desire to serve the public in a positive manner
- Familiarity with popular reading materials and genre collections for youth
- Familiarity with popular technology including Zoom, Facebook Live and editing software preferred
- Strong oral and written communication skills
- Ability to establish and maintain effective working relationships
- Knowledge of Integrated Library systems, Polaris preferred
- Knowledge of popular office computer programs
- Ability to lift, push and/or pull at least 20 pounds
- Flexibility to work varied hours

Reports to: Head of Children's & Teen Services

Materials for application which should include a resume and cover letter, are due by October 23rd, and should be sent to:

Tracy Bedford

Head of Children's and Teen Services

bedfordt@cidlibrary.org