

Notice of Vacancy/Job Posting

OUR HISTORY: Situated in Macomb County in suburban Detroit, the Fraser Public Library is a class IV library serving a population of over 14,000 people. We have over 55,000 items in our collection; we participate in e-book collections as well as other databases and the Virtual Library Card program which connects us to our local school system and students. FPL is part of the Suburban Library Cooperative and has operated for over 55 years. The Library is well established in the community, with very supportive patrons and a dedicated Friends group.

Position: Programing Assistant
Location: Fraser Public Library
Salary and Hours: Part-time (20+ hours a week), some benefits included (PTO, paid holidays, and more)
Pay Range \$15-16 dollars an hour, depending on experience and education;
Hours vary (will include nights & weekends)
Reports to: Programming and Youth Services Librarian

***JOB POSTING OPEN UNTIL FILLED –
Preference given to applications received by September 13th, 2019***

Job Summary

- The Fraser Public Library is looking for someone to assist the Programming and Youth Services Librarian by helping patrons and aiding with planning and coordinating programs for all ages, ideally with a particular interest in teen programming.

Responsibilities

- Assists the Programming and Youth Services Librarian with planning programs for all ages. This may include planning crafts for programs for all ages as well as contacting performers.
- Works with website team to ensure Library website and calendar is up to date.
- Works the children's reference desk, helps patrons place holds, makes library cards for patrons, helps patrons with printing, and answers the phone and/or patrons questions.
- Assists with creating displays for all age levels throughout library.
- Assists with creating content for bi-monthly newsletter and bi-weekly e-newsletter.
- May assist with the various Book Clubs, Baby lapsit and Storytime programs.
- Assists with creating the FPL summer reading program for all ages, which includes establishing directions, trackers, prizes and events for all ages, and is also responsible for helping to reach out for donations.
- Performs outreach with schools, goes to conferences, and prepares items for school(s).
- Performs occasional room setup and/or takedown.
- Assists with planning and running of various crafts and/or programs for babies, children, teens, and adults.
- Perform other duties as assigned.

Required Qualifications

- Bachelor's degree (B.A./B.S.) from four-year college or university, ideally with a focus on education or literature.
- One year related experience and/or training.
- Equivalent combination of education and experience may be considered.
- Some experience in libraries or training in a library program is preferred.
- Successful experience working with youth.

Necessary Special Requirements

- Experience with Sirsi Workflows or other ILS preferred.

- Oral and written communication skills
- Ability to be professional and polite
- Strong organizational, time management and interpersonal skills.
- Ability to prepare presentations and speak in front of groups.
- Good communication skills - verbal, interpersonal and written.
- Ability to work under limited supervision, exercising latitude in judgment to determine work methods and results.
- Desire to meet the public and serve people of all ages; pleasant, approachable demeanor.
- Ability to interact harmoniously and communicate well with staff and customers; Ability to conduct oneself with courtesy and tact.
- Physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds.
- Flexibility to adapt to changing situations and to vary work schedule; must be willing and able to work nights and weekends—including Saturdays and very occasional Sundays.
- Valid driver's license, acceptable driving history and personal automobile for job-related transportation.

Working Conditions

- Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust or noise. May also work in outdoor environments from time to time. Job requires walking, standing, sitting, bending, stooping, and reaching. Frequent sitting/standing in one position for extended periods. Requires the use of a video display monitor, keyboard, and mouse. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing library policies and procedures. Occasional travel required to attend meetings, workshops, conferences or webinars as needed.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties.

The Fraser Public Library is an Equal Opportunity Employer.

Send your letter of interest, resume and application to

Fraser Public Library

16330E. 14 Mile Rd, Fraser, MI 48026

OR

Email the above to – fplemployment@libcoop.net

Applications can be found at <https://www.fraserpubliclibrary.org/> under Employment