



LIBRARY PROGRAM AIDE, YOUTH SERVICES

Roseville Public Library

Salary Range: \$18.89 per hour to start.

The Roseville Public Library is an integral part of the dynamic City of Roseville. Our employees have an important role in the community assisting visitors in checking out physical and digital materials, providing programs, assisting with technology, advocating for libraries and encouraging the love of reading.

HOURS: Part-time, year-round. Works 12 - 16 hours per week: Monday and Wednesday mornings, 9:00am-1:00pm; Thursday evenings 4:00pm-8:00pm and additional hours as needed including mornings, evenings and Saturdays (the Library is open Saturdays September – May) depending upon the programming schedule.

DUTIES

- Assists with youth programs under the supervision of the Youth Services Coordinator.
- Assists with special projects.
- Prepares bulletin boards and displays.
- Organizes youth programming materials.
- Assists with developing materials to promote youth programs.
- Provides youth programs, including outreach, under the direction of the Youth Services Coordinator.
- Maintains clean, neat and welcoming environment.

REQUIREMENTS AND QUALIFICATIONS

- High School Diploma or GED Equivalent. Must be at least 18 years old.
- Formal experience working with children of all ages in a formal setting such as school, recreation authority, daycare or camp.
- Punctuality and dependability.
- Creativity in designing promotional displays.
- Communicate effectively, professionally and politely with patrons and employees.
- A passion for library services to children, teens and families.
- Familiarity with child development principles a plus.
- Knowledge of children's literature a plus.
- Ability to use library-related technology and Microsoft Office Suite.
- Participates in staff meetings, workshops, community events and promotional programs sometimes off-site and outside of normal library hours.
- Must possess a valid Michigan Driver's License with a good driving record (based on City of Roseville standards) or a State of Michigan Identification Number.
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical.
- The job requires moderate physical exertion such as sitting or standing in one position, viewing a computer screen for long periods and using hands and fingers in activities requiring good coordination and dexterity. The job also requires the physical strength and dexterity to handle up to 25 pounds in weight, transport loaded carts and bend and lift arms overhead.

APPLY

Send **all** of the following: **resume**, **letter of interest** and **signed City of Roseville employment**

application to City of Roseville, Manager's Office, Human Resources, 29777 Gratiot Avenue, Roseville, MI 48066 or email to humanresources@roseville-mi.gov or fax to 586-445-5402. City of Roseville applications are available in the Manager's Office or online at www.roseville-mi.gov.

Posting Date: November 12, 2024

Closing Date: Until Filled

THE CITY DOES NOT DISCRIMINATE