



Circulation and Youth Services

About Us: We are a small township library in Burnips, Michigan. We serve a population of 8,000+ people and do our best to provide our patrons and community with the services they need.

Our Vision: Inspire Curiosity, Foster Community, Ignite Imaginations, and Cultivate Learning

Our Mission: Building a community of people who discover, share and belong.

Our Values: Teamwork, Respect, Access, Curiosity and Kindness.

General Summary: The Youth Services Librarian provides warm, welcoming front-line service while designing and executing library programs for patrons from birth through high school. This position balances public service, community programming, and youth materials collaboration. This position reports directly to the Library Director.

Circulation Responsibilities

(Shared by all front-line team members)

- **Circulation & Desk Services:** Deliver friendly, efficient service at the front desk helping patrons with their various needs. Handle phone inquiries, basic data tracking, internal team notes and emails.
- **Daily Workflow Logistics:** Process incoming and outgoing interlibrary loan deliveries, pull items for the holds list, clear expired holds from the shelf, and track overdue materials.
- **Daily Operations & Cash Handling:** Open, close, and balance the cash drawer daily. Maintain a tidy environment by shelving books and straightening all library areas. Monitor and restock all flyer displays, manage the coffee bar area, and proactively report low office or building supply inventories to the Director.
- **Collection Care and maintenance:** Perform collection care and processing, such as, covering new items, repairing and/or cleaning damaged items, and verifying parts for materials such as games and kits. Participate in annual collection maintenance projects.
- **Policy Enforcement & Patron Relations:** Actively uphold and professionally enforce all library policies with patrons to ensure a safe, fair, and welcoming environment for everyone.

Youth Programming Responsibilities

(Unique to this role)

- **Youth, Teen & Summer Programming:** Plan, promote, and execute programming for birth through high school (such as Lego Club, 1,000 Books Before Kindergarten). Lead planning and selection of youth Summer Reading components (craft ideas, event choices, and tracker content in collaboration with the Social Media and Marketing Librarian), running all project ideas and estimated costs by the Director for approval regarding budget, operational goals, and community alignment. Lead themed decor with full team support.

- **Program Prizes & Volunteers:** Collaborate with Adult Services on Summer Reading prize donations and donor thank-yous. Recruit program volunteers for Summer Reading and other youth events as needed, partnering with Adult Services where appropriate.
- **Educational & School Outreach:** Serve as the primary contact for local schools and homeschool networks to share resources, support literacy initiatives, and coordinate occasional visits or field trips.
- **Youth Material Recommendations:** Review seasonal preview boxes and recommend additions or replacements to keep youth, juvenile, and teen collections fresh.
- **Creative Visual Displays:** Design and maintain engaging, themed visual displays within youth sections to promote materials and events.

Teamwork & Collaboration

- **Operational Flexibility & Team Support:** Maintain a team-oriented mindset by prioritizing excellent front-desk service as a primary duty, while remaining flexible to shift task priorities, assist with library programs, or cover colleague absences and building emergencies. Collaboratively assist coworkers in maintaining a clean, safe, and welcoming library environment.
- **Project Support:** As requested, contribute expertise and research for grant applications; actively execute assigned portions of grant-funded initiatives and library-wide projects.
- **Professional Engagement:** Regularly attend local or virtual role-specific meetings and staff trainings.

Required Skills and Education

- Highly organized, creative, comfortable presenting to groups, and possess excellent interpersonal skills.
- Proficiency in Microsoft Office; basic knowledge of Canva is preferred (willingness to learn is required).
- High school diploma or equivalent required, must obtain valid certification from the Library of Michigan.

Physical Requirements

- Ability to lift/carry up to 25 pounds; ability to stand, sit, walk, bend, and reach (including overhead) to manage books on shelving. Must be comfortable sitting or kneeling on the floor during youth activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Schedule, Hours, and Pay

- Part-time. Hours are scheduled flexibly by the Library Director, capped at 100 hours per month. This includes required monthly staff meetings and occasional Saturdays, evenings, and holidays.
- Pay is \$14 per hour.

Note: *This description indicates the general nature of work and is not an exhaustive inventory of all duties. Team members must maintain operational flexibility and perform other duties as assigned by the Library Director. The Director retains sole discretion to add, modify, or assign functions at any time based on institutional needs, regardless of primary role or schedule. This document does not constitute an employment contract.*