

WALLED LAKE CITY LIBRARY

EMPLOYMENT OPPORTUNITY



The Walled Lake City Library is seeking an enthusiastic, organized and community oriented youth library assistant to join a positive, team-oriented work environment. The ideal candidate should have a desire to work in a collaborative team environment, an interest in innovative children's library services, an understanding of early literacy, and a commitment to serving children and families.

POSITION: Youth Library Assistant, Part Time

SCHEDULE: 12-16 hours per week, includes mornings, afternoons, evenings and weekends: minimum of one evening per week and one Saturday per month.

SALARY: \$21.00 per hour

DUTIES AND RESPONSIBILITIES:

An employee in this position may be called upon to do any or all of the following duties. These examples do not include all of the duties which the employee may be expected to perform.

- Collaborate with other staff to plan and implement a variety of children's programs and events
- Provides community outreach through various means including monthly booth at the local farmer's market, school events, and other community events
- Develops displays and public relations materials to promote children's services, including content for social media and the kid's web page
- Assists patrons at the front desk in person and on the phone
- Attends staff meetings, professional meetings and workshops for continuing education
- Perform workroom duties including shelving materials, shelf reading, processing holds, returns and other materials from delivery
- Perform circulation desk duties including charging and discharging materials, placing patron holds and handling cash transactions for fines and fees

QUALIFICATIONS:

Education and Experience

- Bachelor's degree required
- Experience in presenting age-appropriate programs for children and aged 0-12 year preferred
- Strong positive interpersonal, organizational and time management skills
- Experience in a public library preferred

Skills and Abilities

- Enthusiasm for youth and commitment to public service excellence
- Demonstrated ability to use technology, including automated library system, office productivity software, electronic resources, and databases
- Embraces change in work environment, procedures and services
- Good organizational skills; able to prioritize duties and tasks, work independently and assume responsibility
- Commitment to public service and desire to serve patrons of all ages, backgrounds, and abilities
- Punctuality and dependability
- Ability to work effectively with the public and other library employees

- Ability to understand, interpret, and communicate library policies and procedures.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Physical demands include ability to carry books or boxes of books; pull or push book carts; sit or stand for extended periods of time; bend, stoop, reach or crouch; keyboarding; visual acuity to read spine labels, computer screens, and other printed documents; ability to use telephone.

APPLICATION: Resume, Cover Letter, and City of Walled Lake application are required. Applications are available at walledlakelibrary.org/employment. Submit application materials electronically to Carrie Ralston, Library Director, at admin@walledlakelibrary.org.

CLOSING DATE: Applications received by 8PM on Wednesday, September 2, 2026 will receive priority consideration.