

Fruitport District Library
Library Assistant
With a Youth Programming Focus

Fruitport District Library (FDL) strives to connect people to the transforming power of knowledge. And the Library Assistant will be one who is passionate about providing patrons with an excellent reading and educational adventure.

General Summary of position: Oversees the circulation desk and operations, assists patrons in person and on the phone, performs technical and technological services, plans and performs Storytimes, creates weekly crafts, works with the library director to plan youth programming, and other projects assigned by the library director.

Responsibilities:

- Assist patrons in checking materials in and out
- Assist patrons with questions about materials, accounts, and fines
- Assist patrons with technical and technological questions including the use of the copy/fax machine and computers
- Assist patrons in selecting new reading materials based on their interests
- Process interlibrary loans and shelving materials quickly and accurately
- Plan and run weekly Storytime
- Create a weekly Make and Take craft
- Assist the Library Director in planning youth programming throughout the year

Job requirement:

- Ability to interact courteously and tactfully with the public
- Ability to communicate clearly, both orally and written, with patrons and staff
- Ability to learn and follow library policies and procedures
- Ability to accurately organize alphabetically and numerically
- Ability to count and handle money
- Ability to work with computers, computer applications, and the Internet
- Ability to work independently and under moderate supervision
- Ability to bend, reach, crouch, and occasionally lift/carry up to 50 pounds
- Ability to walk up and down stairs
- Knowledgeable, or able to learn, about youth (0-18) literature and ability to suggest purchases to Library Director
- Organized, detail oriented, and follows through

Education and Experience:

- High School Diploma or equivalent required
- Some library experience preferred
- Experience working with children and families preferred

Hours and Compensation:

- 10-15 hours a week; Friday mornings a must
- Flexibility appreciated but weekly schedules mostly fixed
- \$13 an hour

Contact the library at (231) 366-6107 if you have any questions. Resumes and cover letters can be emailed to Matt Lubbers-Moore at frudir@llcoop.org, or dropped off at the library.