

White Cloud Community Library

JOB DESCRIPTION

YOUTH SERVICES

Position Overview: This is a professional position performing highly technical work involving the delivery of library services to library patrons of all ages. Candidate is expected to be highly motivated, self-starting and able to develop and maintain a collection of materials which match the educational, reference, and recreational needs of the community. Develop library programs and activities which are age relevant. Candidate will be a warm, creative, team player who is especially passionate about serving our youngest library users, from birth to 18.

Primary Responsibilities:

- Regular and punctual attendance
- Fostering an environment that is inclusive of all youth and families
- Managing youth programming and materials budgets, including writing grants to secure funding
- Curates and maintains youth collection by selecting materials that ensure the collection is diverse, current, relevant, and meets the needs of the community
- Creating and performing story times and children/tween/teen's programs, both indoor and outdoor
- Marketing youth-oriented programs and services on the website, social media, and other mediums as applicable
- Creating marketing materials for youth programs
- Engages regularly and positively with patrons by continually engaging youth and families with the collection
- Creating and executing timely and well-rounded, visually appealing library displays to capture patrons' attention
- Continuously builds on relevant knowledge to perform reader's advisory for youth materials
- Conducts outreach and collaborates with community-based organizations and schools.
- Maintains statistics on program attendance, budgeting, and circulation and reports as directed
- Inventories and reports youth supply needs
- Responsible for the appearance and order of the youth services area
- Shelve, read shelves, and shift books in the stacks
- Understands and is able to perform all jobs related to circulation services, including but not limited to: charging, discharging, and renewing library materials; registering and re-registering patrons; receiving and processing reserves and system-level hold requests; routing interlibrary loan requests; collecting and recording fines and fees; handling the book drops and people counters; sending and receiving delivery shipments; and receiving and resolving circulation-related problems

Additional Responsibilities:

- Provides patrons with general information on library services; assists and instructs patrons in using library services, equipment, and facilities
- Assists in performing non-youth work in the Adult Departments, as needed
- Attends professional and community meetings, workshops, and conferences, as required
- Performs other duties, as assigned

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of public library services and programs
- Ability to maintain confidentiality of all patron records and transactions
- Strong oral and written communications skills
- Ability to interact courteously and effectively with the public and with other staff
- Ability to respond in an effective manner to the concerns of library patrons
- Ability to understand and interpret library policies, procedures, and rules
- Ability to keep records accurately
- Ability to organize work for efficient use of time
- Ability to word process and type with reasonable speed and accuracy
- Ability to represent the library at professional and community meetings
- Ability to work independently
- Office machine and computer knowledge & skills, ability to convey this to the public as well as staff, and ability to remain current as computer technology changes

Minimum Qualifications: High School Diploma required. A minimum of 2 years' relevant experience working with the public, a demonstrated customer-service orientation, and familiarity with youth preferred.

Physical Requirements:

- Ability to move and/or lift materials up to 60 pounds
- Ability to push a loaded book truck weighing up to 300 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, stoop, balance, and sit
- Ability to operate a keyboard at efficient speed and typical office equipment, including computer hardware
- Regularly required to talk and/or hear; use hands to operate objects, tools, or controls; and reach with hands and arms
- Vision and hearing at or correctable to "normal ranges"
- Occasionally required to attend off-site meetings
- Occasionally exposed to outside weather conditions
- This position requires the ability to work under job demanding circumstances in personally demanding positions.

Personal Attributes:

- Ability to deal with associates and the public in a tactful and courteous manner; address and resolve or diffuse patron complaints equitably.
- Ability to make independent decisions of other than a routine nature in order to meet controlling conditions
- Analytical ability to maintain appropriate records and reports
- Ability to maintain confidentiality and use appropriate judgement in handling information and records.
- Neat personal appearance; emotionally stable; pleasing manner

- Ability to create and conduct innovative programming for a variety of ages and interests
- Interest and awareness of initiatives and activities in the White Cloud area
- Proactively seeks opportunities to provide friendly and helpful customer service to library users.

Work Environment: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to work in a busy, rapidly evolving work environment, comfortable shifting activities to reflect changes in the day's priorities. Must be able to perform tasks requiring independent knowledge in addition to procedures or instructions provided and have the ability to organize and set priorities. Must be able to concentrate on fine detail with constant interruption and remember assignments given over long periods of time. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing library policies and procedures.

Supervision Received: Receives direct supervision from the Assistant Director and general supervision from the Library Director.

Job Type: Part time, 32 hours per week, some nights and weekends

Pay: \$16.50 per hour

Benefits: Paid holidays, Paid time off

Anticipated Start Date: September 3, 2025

Submit Application and Resume by 5 pm on July 31, 2025 to:

Amy Stockwell
 White Cloud Community Library
 1038 E. Wilcox Ave, PO Box 995
 White Cloud, MI 49349
amy@whitecloudlibrary.org
 231-689-6631

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.

The White Cloud Community Library is committed to creating a diverse and inclusive workplace. We value diversity of thought and experience and believe that our success depends on the contributions of all employees. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

White Cloud Community Library

1038 E. Wilcox PO Box 995

White Cloud, MI 49349

231-689-6631 Fax: 231-689-6699

APPLICATION FOR EMPLOYMENT:

Name: _____

Address: _____

City/State/Zip: _____

Phone(s): _____

Position applied for: _____

Special training or skills that would benefit the job you are applying for: _____

Would you accept full-time work? Yes ☐ No ☐ Would you accept part-time work? Yes ☐ No ☐

What date would you be available to start? _____

Have you been employed at WCCL before? Yes ☐ No ☐ If Yes, Dates _____

Are you legally able to be employed in the U.S.? Yes ☐ No ☐ If Yes, Proof is Required.

Are you over the age of 18? Yes ☐ No ☐ If NO, please state age _____

EDUCATIONAL BACKGROUND:

Elementary School:

Name and Location: _____

Course of Study: _____ Did you graduate? Yes ☐ No ☐

Degree or Diploma: _____

High School:

Name and Location: _____

Course of Study: _____ Did you graduate? Yes ☐ No ☐

Degree or Diploma: _____

Vocational , Training, or Other:

Name and Location: _____

Course of Study: _____ Did you graduate? Yes ☐ No ☐

Degree or Diploma: _____

College:

Name and Location: _____

Course of Study: _____ Did you graduate? Yes ☐ No ☐

Degree or Diploma: _____

Graduate School and/or Continuing Education:

Name and Location: _____

Course of Study: _____ Did you graduate? Yes ☐ No ☐

Degree or Diploma: _____

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Previous Employers and Addresses:

Place an ☒ by the employer(s) you do not want us to contact. List the most recent first.

1. Company Name: _____ Phone: () _____

☐ Contact Name(s): _____

Address: _____ Employed from ____/____/____ to ____/____/____

Position: _____ Last Hourly Wage: _____

Describe responsibilities: _____ Reason for leaving: _____

2. Company Name: _____ Phone: () _____

☐ Contact Name(s): _____

Address: _____ Employed from ____/____/____ to ____/____/____

Position: _____ Last Hourly Wage: _____

Describe responsibilities: _____ Reason for leaving: _____

3. Company Name: _____ Phone: () _____

☐ Contact Name(s): _____

Address: _____ Employed from ____/____/____ to ____/____/____

Position: _____ Last Hourly Wage: _____

Describe responsibilities: _____ Reason for leaving: _____

4. Company Name: _____ Phone: () _____

☐ Contact Name(s): _____

Address: _____ Employed from ____/____/____ to ____/____/____

Position: _____ Last Hourly Wage: _____

Describe responsibilities: _____ Reason for leaving: _____

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE SUBMITTED ON THIS FORM IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS OF MYSELF ARE DISCOVERED, MY APPLICATION CAN BE REJECTED, AND IF I AM EMPLOYED, MY EMPLOYMENT CAN BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY PROSPECTIVE EMPLOYMENT, I AGREE TO CONFORM TO THE WHITE CLOUD COMMUNITY LIBRARY'S RULES AND REGULATIONS AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE AND/OR NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANYS DETERMINATION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT CAN BE CHANGED, WITH OR WITHOUT CAUSE AND/OR NOTICE AT ANY TIME BY THE COMPANY.

Applicant's Signature _____ Date _____