



222 East Nine Mile Rd., Ferndale, MI 48220
248-546-2504 fadl.org

Position Title: Substitute Librarian, Youth Services

Reports to: Head of Youth Services, Everett Pine

Compensation: Starts at \$20.00 per hour

Start Date: Position to begin immediately, applications are accepted throughout the year

Schedule: Weekend and weeknight availability strongly preferred

Classification: Non-Union

Job Responsibilities include:

1. Create a welcoming environment by providing the highest level of customer service while enforcing library policies equitably.
2. Provide reference and readers' advisory services to library patrons of all ages.
3. Assist patrons with a variety of computer and technology issues.
4. Ability to communicate and work effectively with coworkers in a fast-paced environment.

Education and Experience Requirements:

1. Master's Degree in Library and Information Science from an ALA-accredited institution*.
2. 1 to 3 years of experience in a public library preferred, or any equivalent combination of education, customer service experience, and/or training that provides the required knowledge, skills, and abilities.
3. Experience working in youth and/or teen services.
4. Ability to make decisions independently as well as interpret, enforce, and communicate details about policies.
5. Knowledge of Envisionware and CARL products is preferred.

*Candidates nearing completion of their MLIS degree will be considered.

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.

- **Environment:** Library environment; extensive public contact.
- **Mobility:** Sufficient mobility to work in a library setting; operate office equipment.
- **Vision:** Vision sufficient to read small print, computer screens, and other printed documents.

FLSA status: Non-exempt

Please submit a resume and a completed [employment application](#) to everett@fadl.org.
Only electronic submissions will be accepted.

The Ferndale Area District Library is an equal opportunity employer.