DATE: February 6, 2024
POSITION: YDL – Adult Services Paraprofessional (.5 FTE, 20 hours per week)

ABOUT YDL-MICHIGAN AVENUE
Housed in an historic Carnegie Post Office building in downtown Ypsilanti, YDL-Michigan Avenue serves a very diverse urban population. It will reopen this summer following renovations currently underway. The branch’s Adult Services Department is a team of four who work together to serve library patrons, providing easy access to information and diverse ideas through our collections, technology, programs, and community connections. Staff work closely with colleagues across YDL and with other local organizations to serve the community.

ABOUT THE POSITION
The ideal candidate for this job will be passionate about serving a diverse urban community, welcoming and encouraging all people to engage with the library. Paraprofessional duties assigned by the YDL-Michigan Avenue Branch Manager will include but are not limited to:

- Delivery of reference and reader’s advisory services for library patrons of all ages.
- Assisting patrons with the use of computers and other library technology.
- Planning, promoting, and assisting with library programs.
- Instructing patrons on current technology.
- Promoting the library’s adult collections with creative displays.
- Facilitating use of library meeting spaces and other reservation-based services.
- Participating in team-based library opening, closing, and circulation duties.
- Establishing and maintaining collaborative relationships with other downtown service providers.
- Contributing to the smooth operation of the YDL-Michigan Avenue location.
- Staffing service desks at other YDL locations, including youth areas, as needed.
- Special projects and other duties as assigned.

QUALIFICATIONS

- Associate’s Degree or equivalent.
- Demonstrated ability to work with diverse populations in an urban setting.
- Excellent oral and written communication skills and interpersonal skills.
- Strong commitment to providing quality customer service.
- Ability to work in a professional manner, both independently and as part of a team.
- Demonstrated use of good judgment and attention to detail.
- Enthusiastic, flexible, and dependable team player.
- Creative problem solving skills and flexibility to adapt to changing community needs.
- Proficiency with technology, including Microsoft Office and social media tools.
- Ability to organize, prioritize, and coordinate multiple tasks.
- A commitment to promoting equity, diversity, and inclusion.
- Previous public library experience preferred, but not necessary.
HOURS
Part-time, 20 hours per week (including regularly scheduled evenings and weekends).
Anticipated start date: April 29, 2024.

SALARY/BENEFITS
Hourly wage $17.98 - $21.01, dependent on experience. Pro-rated paid time off and holidays, paid access to a telemedicine subscription, and an employer contribution to a MERS retirement plan, with optional 457, FSA, and AFLAC. This position is part of YDL’s AFSCME union bargaining unit.

TO APPLY
Send resume, cover letter, & application form (available at www.ypsilibrary.org) by Tuesday, March 12, 2024 to:

Human Resources
or lisa@ypsilibrary.org
Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, Michigan 48197

The Ypsilanti District Library is committed to creating and sustaining a diverse workforce, and proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, or age. YDL has an internal workgroup dedicated to equity, diversity, and inclusion, with the goal of a diverse workforce that is representative at all job levels, of the citizens we serve, to support a more equitable future for all.