JOB POSTING
YPISILANTI DISTRICT LIBRARY
Part-Time Paraprofessional-YDL-Michigan Avenue Youth Department

DATE: February 22, 2024
POSITION: YDL - Youth Department 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 YDL-Michigan Avenue Youth Department is a team of five who work together to engage youth and their families at the library and beyond, by inspiring a love of learning and providing easy access to information and diverse ideas through our collections, technology, programs, and community connections. We plan programs, develop collections, provide school support, and create welcoming youth and teen areas. We work closely with staff across YDL and with other local organizations to serve families, tweens and teens throughout the community. We focus on early learning, hands-on STEAM, creating a welcoming, inclusive environment, and elevating youth voices.

ABOUT THE POSITION
The ideal candidate for this job will be passionate about serving a diverse community, empowering kids, parents, and teens to engage with and enjoy coming to the library. Paraprofessional duties assigned by the YDL-Michigan Branch Manager will include but are not limited to the following:

- Helping kids and parents find books and information in the Youth Department.
- Assisting families in the use of computers, iPads, digital books, printing, and other library technology.
- Marketing library materials and programs by creating booklists, displays, and social media posts.
- Engaging with youth to help them feel welcome in the library.
- Planning and leading library programs for youth, families and teens.
- Attending department meetings to help set team goals and develop new services to meet community needs.
- Completing special projects as assigned.
- Forming and maintaining community partnerships to better serve families.

QUALIFICATIONS
- Associate’s Degree or equivalent. Formal training in a child-related field or experience working with youth desired.
- Demonstrated ability to work with families and youth from diverse populations.
- 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.
- Creative problem-solving skills and flexibility to adapt to changing community needs.
- Enthusiastic, flexible, and dependable team player.
- Strong desire to engage, nurture, and mentor children birth-18, their parents, caregivers and teachers.
- Ability to organize, prioritize, and coordinate multiple tasks.
• Knowledge of children’s literature, youth development, and early learning concepts desired.
• 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.