Elk Rapids District Library
Adult Services Librarian

Job Description

Job Title: Adult Services Librarian (Part-Time)

We are seeking a dynamic and enthusiastic individual to join our library team as a part-time Adult Services Librarian. The successful candidate will play a key role in providing exceptional library services to our adult community members. If you are passionate about connecting adults with resources, fostering a love for lifelong learning, and creating a welcoming environment, we invite you to apply.

Responsibilities:

1. Reader’s Advisory:
   - Assist adult patrons in finding books, digital resources, and other materials based on their interests and preferences.
   - Stay updated on current literature and popular adult titles to provide informed recommendations.

2. Reference/Circulation Services:
   - Listen and communicate with patrons to understand information needs and guide them in accessing relevant resources.
   - Provide assistance with research, technology, and online databases.
   - Function as Circulation Library Assistant, processing materials and waiting on patrons

3. Program Development:
   - Plan, coordinate, and implement engaging adult programs, workshops, and events that cater to a diverse range of interests.
   - Collaborate with community partners to enhance the library’s program offerings.

4. Community Engagement:
   - Actively engage with the adult community through outreach efforts, participation in local events, and collaboration with community organizations.
   - Foster positive relationships with patrons to better understand and meet their evolving needs.
Qualifications:

- H.S. Diploma required, college experience in related field preferred.
- Strong communication and interpersonal skills.
- Knowledge of library resources, information retrieval, and research methodologies.
- Familiarity with current adult literature and popular culture.
- Ability to adapt to changing technologies and library trends.
- Experience in planning and executing library programs is a plus.
- Hourly pay rate will be in commensurate with experience

Schedule:

This is a part-time position, with some flexible hours, totaling 15-20 hours per week. Some evening and weekend availability may be required to accommodate library hours and events.

Application Process:

To apply, please submit your resume, cover letter, and three professional references to the library @

Attention: Library Director
Elk Rapids District Library
300 Isle of Pines (PO Box 337)
Elk Rapids, Mi 49629

or electronically at

erlib.director@gmail.com.

Applications will be accepted until position is filled.

Elk Rapids District Library is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply.