

**SERVING THE COMMUNITIES OF**

Birmingham, Beverly Hills, Bingham Farms  
Bloomfield Hills

**LIBRARY BOARD OF DIRECTORS**

Wendy Friedman, Melissa Mark, Frank Pisano,  
Karen Rock, Danielle Rumble, Jennifer Wheeler

**LIBRARY DIRECTOR**

Rebekah Craft

## Baldwin Public Library

The Baldwin Public Library is the public library of Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills. It is a Class V library with a service population of 37,981 people. The Baldwin Public Library values providing excellent customer service, a wide range of collections, extensive and varied programs, and a diverse, welcoming, and inclusive environment for visitors and staff. The mission of the Baldwin Public Library is to enrich lives by providing opportunities and resources for everyone to learn, connect, and discover.

**POSITION**

**Teen Services Librarian Assistant I (Part-time)**

**HOURS**

Flexible schedule of 6-15 hours per week, including days, nights, and weekends

**QUALIFICATIONS**

Candidates will be evaluated on the full range of their professional and personal background, experience, and direct and transferable skills. Preferred requirements:

- Eagerness to work with the public and serve patrons of all ages, backgrounds, and abilities
- Experience creating content on social media platforms
- Flexible, independent, team-oriented
- Ability to learn new software and technology quickly
- Ability to learn materials organization throughout the building
- Ability to type and enter computer data
- Ability to lift, bend, or stoop in order to sort or shelve materials
- Ability to move carts of books or other material to various parts of the Library, indoors and outdoors

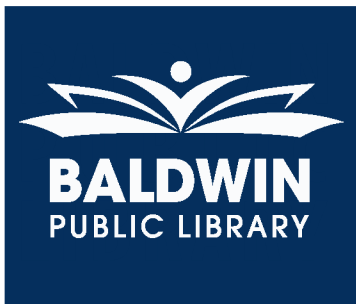
**EDUCATION**

Currently working toward high school diploma or have graduated/completed GED

**RESPONSIBILITIES**

Reports to the Teen Librarian. The Teen Services Library Assistant I will be required to perform the following types of duties:

- Deliver outstanding customer service that is innovative, equitable, inclusive, and customer-directed



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- Assist with implementation of teen programs (these may be collaborative programs with the Youth Services Department or the Adult Services Department)
- Assist with setup and breakdown of teen programs
- Assist with teen displays and communication boards, including but not limited to the Teen Scene
- Able to work independently and assume responsibility, as well as be able to take direction and be receptive to feedback
- Assist with teen social media posts and campaigns
- Assist with the monthly teen book box subscription program
- Participate in community events with the Teen Librarian as a library representative
- Stay up to date on teen trends
- Monitor/provide assistance with smaller recurring programs

**OTHER**

- Ability to work when teen programs are scheduled
- Ability to work nights (especially Thursdays) and weekends

**HOURLY RATE**

\$15.00 per hour

**APPLICATION**

Please submit a cover letter, resume, and [City of Birmingham employment application](#) by May 28, 2024.

**PROCEDURE**

Submit to: Baldwin Public Library  
Attn: Robert Stratton  
300 W. Merrill  
Birmingham, MI 48009  
Electronically to: [hr@baldwinlib.org](mailto:hr@baldwinlib.org)

If you need accommodations, we are happy to work with you, both during our interview process and after you are hired. Please contact [hr@baldwinlib.org](mailto:hr@baldwinlib.org) to request accommodations.