



Brighton District Library

The Brighton District Library is a Class V library located within Livingston County with a total service population of 43,254. It is an integral part of a vibrant community with an annual circulation of 340,825 physical items, average daily visits of 400+ and strong community support. We are committed to providing excellent customer service, innovative programming, and strive to offer current and diverse resources for education, business, and leisure. Our recent Strategic Plan serves as a guide for programming, material selection, technology and services. Recent building enhancements were completed in 2020 based on community input. We promote literacy and lifelong learning via outreach and strong community engagement with our local schools, organizations and community partners.

Program Specialist

Supervised by: Head of Youth Services

20 hours per week to include nights and weekends Salary range: \$16-\$18.50

The Youth Services department is seeking a dynamic, energetic, organized and team-oriented individual with a strong commitment to public service. A solid candidate should be creative and have the ability to bring innovative ideas for youth programming to the group, be excited to grow, learn, and share knowledge in a team based environment. They should possess an awareness of current youth literature, popular reading and programming trends for children 0-11.

Job summary:

- Develops programs and activities focusing on the importance of reading, storytelling, and the Library as a learning tool
- Presents and leads a variety of activities for children ages 0-11
- Makes recommendations to patrons regarding age and interest appropriate materials for children and young adults
- Assists patrons in research and securing necessary materials
- Promotes the use of the Library by on-site and off-site programs for schools, daycare facilities, and other community groups
- Communicates with school librarians and teachers to provide services for staff and students in grades JK-5

Qualifications and Skills:

Solid knowledge of developmentally appropriate programming and literature for children ages 0-11 Experience working with children. Excellent customer service skills, including phone, email, and in-person interactions. Proficient in using technology including Microsoft Office Suite and social media platforms

One of the following degrees:

- Associate of Applied Science in Library Services and Technology
- Associate of Applied Science in Early Childhood Education
- Bachelor of Elementary Education

OR 3+ years of relevant work experience in one of the above mentioned fields

Send resume and cover letter by Friday, September 10 to Youth Services Program Specialist Search, Brighton District Library, 100 Library Drive, Brighton, MI 48116 or email Carla Sharp, csharp@brightonlibrary.info.