

Hamburg Township Library

10411 Merrill Rd. P.O. Box 247 Hamburg, MI 48139
810-231-1771 www.hamburglibrary.org

Employment Opportunity

Position: Outreach Services Clerk, Permanent Part Time (35 hours/week).

Rate & Benefits:

- \$17.50/hour. Includes some evenings and Saturdays.
- Paid vacation, personal/sick time, holidays, longevity pay, continuing education opportunities.

Job Description:

- Will coordinate all adult programming, including events, workshops & programs. This includes: identifying programs of interest to the Hamburg community, securing a speaker, setting up the meeting room according to program needs, being present during the program to offer assistance as needed, cleaning up after the program. Initiates and cultivates collaborative partnerships with groups that work with or provide services to underserved communities. Coordinates with other libraries to provide services and programs. Make presentations about the library, its programs, and its services to local groups. Will assist Youth Services Librarian in youth programming as needed.
- Will provide basic reference services to all ages in person and on the telephone; help to develop the youth and adult material collections by paying attention to trends and patron suggestions; provide instruction to library patrons on basic library services; assist the department heads and library director as needed, and provide assistance in other areas of the library as needed.

Required Knowledge, Abilities:

- A minimum of an associate's degree.
- Ability to work independently, as a team, and under the supervision of the Library Director.
- Ability to work within a set budget.
- Effective, courteous, detailed-oriented, and excellent communication skills, both oral and written.
- Knowledge of basic office equipment and computer skills, including mobile devices.
- Ability to work with the general public, including all ages and backgrounds.

Desired Knowledge, Abilities:

- Knowledge of Microsoft Publisher and Adobe InDesign.
- Marketing and public relations via social media.

How to Apply:

Mail or email letter of interest and resume (references will be requested after the interview process) to:

Holly Hentz, Director Hamburg Township Library
P.O. Box 247
Hamburg, MI 48139
hhentz@hamburglibrary.org