



## Join Our Team as a Youth Services Information Specialist!

Do you love working with children, teens, and families? Are you passionate about fostering a love of reading and learning? Hackley Public Library is seeking an **Information Specialist** to join our team! In this role, you will play a key part in creating a welcoming and engaging space for young readers, assisting with library programs, and helping families discover all our great resources.

### About the Position:

- **Hours:** 40 hours per week, including evening shifts and every other Saturday.
- **Starting Pay:** \$15.23 per hour, with opportunities for advancement.
- **Union Position:** This role is part of the SEIU Local 517M bargaining unit.

### What You'll Do:

- Provide friendly and engaging customer service to children, teens, and adults.
- Assist patrons in finding books, resources, and digital materials appropriate for youth
- Help facilitate fun and enriching youth programs, storytimes, and teen activities.
- Manage circulation tasks, including checking in and out library materials and processing library cards.
- Offer guidance on library technology, apps, and research tools for young learners.
- Keep the Youth Services area organized, inviting, and easy to navigate.
- Ensure a safe and inclusive environment by upholding library policies.
- Assist in preparing materials for patrons to borrow in Technical Services and provide coverage at the main desk to assist patrons with inquiries, checkouts, and general library services.

### What We're Looking For:

- High school diploma or equivalent required.
- Experience working with children, teens, or families in a library, educational, or customer service setting.
- Enthusiasm for children's and young adult literature.
- Strong customer service and communication skills.
- **Spanish-speaking skills are a plus!**
- Previous library experience preferred.

### How to Apply:

We encourage you to apply if you're interested in helping young readers discover great books and resources. Please send your application to:

#### **Jessica Larson, Business Manager**

Hackley Public Library

316 W. Webster Ave.

Muskegon, MI 49440

**[jl Larson@hackleylibrary.org](mailto:jl Larson@hackleylibrary.org)**

Hackley Public Library is an equal-opportunity employer.