



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.
- **Benefits:** Generous package, including paid time off

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

Hackley Public Library is an equal-opportunity employer.