ROMEO DISTRICT LIBRARY
educate enrich entertain

Position Opening

POSITION: Full-time Children's Librarian

DUTIES:
*Be familiar with current library theories and practices
*Keep up to date on children's literature and have a need to share it
*Research and answer reference questions
*Perform reader's advisory work to assist patrons in the selection of materials and get them excited about reading
*Work with other children's librarians to plan programs, displays, and collection development
*Interact and work effectively with customers, supervisors, and co-workers from children's and other departments
*Participate in collection management including: collection evaluation, reading reviews, meeting with vendors, ordering materials, and selective weeding
*Assist with general operation of the library, including helping opening and closing building
*Communicate effectively in person and in writing
*Work with computers and applications, including: databases; Microsoft Office suite; Zoom; etc.
*Keep up to date on early literacy, programming, and technology trends
*Work under short time constraints to meet deadlines
*Interpret and follow policies and guidelines
*Be available for flexible work schedule as needed
*Perform other duties as assigned

LOCATION: Graubner Library
65821 Van Dyke, Washington, MI 48095

QUALIFICATIONS:
*Master's degree in Library Science from an ALA accredited program; also willing to consider master's degree in Early Childhood Education
*Demonstrated knowledge of principles and practices of library science and technology and their application to the use of reference tools, book selection, criteria and methodology; and common library resources
*Knowledge of how to engage children and make them glad they came to the library

*Dependable work habits; attention to detail; ability to work quickly and accurately; reliability; flexibility
*Willingness to read aloud, sing, and dance in front of a room of children and their caregivers
*Passion for working with children and families to help them on their journeys to lifelong learning
*Self-motivation AND the ability to work well with a team
*Lift and carry objects up to 50 lbs.

REPORTS TO: Operations Manager

COMPENSATION: Minimum $22.50 per hour, full benefits (medical, dental, vision, short-term and long-term disability, retirement, health savings account)

HOURS: 40 hours per week; includes day, weekend, and evening hours

QUESTIONS: What is your go-to picture book for storytime, and why does it work to engage the children? Does it fit with any of the early literacy practices from PLA's Every Child Ready to Read initiative?

If you could host any program for school-aged children, what would it be and how would you plan it?

Tell us about a database or website that has been helpful to you for working with children. Is it something you would be able to use at the children's reference desk?

What is one thing you would like to learn in the next year as a children's librarian?

SUBMIT: Letter of interest, answers to the above questions, and resume to:

Claire Meeker, Director
Romeo District Library
65821 Van Dyke
Washington, MI 48095
claire@romeodistrictlibrary.org

Accepting submissions through Friday, October 30, 2026.

www.romerodistrictlibrary.org