



OTSEGO DISTRICT PUBLIC LIBRARY

401 Dix Street • Otsego, MI 49078 • (269)694-9690 • www.otsego.library.org

INNOVATE • INTERACT • INSPIRE

Otsego District Public Library

JOB POSTING: Children's Program Specialist

Hourly Rate: Starting at \$17-19/hour (based on degree)

Benefits: Vacation, Holiday, and Sick Pay as per the Otsego District Library Employee Handbook

Schedule:

- Mondays, Wednesdays, Thursdays 8:45-2:45 p.m.
- Tuesdays 9:30-5:30
- Occasional Saturdays as needed

Position Posted Until Filled. Start Date: After January 5, 2026.

About the Position

Otsego District Library is seeking a **fun, driven, engaging, and creative Children's Program Specialist** to inspire a love of reading and learning in our youngest patrons. This person will lead Storytimes and other core library youth programs, design imaginative standalone programs, communicate with entertainers and vendors, create book displays, and create a welcoming, high-energy environment that makes the library a favorite place for kids and families. This position also performs all the regular library clerk duties in addition to Youth Services.

If you are **friendly, outgoing, and passionate about helping children learn and grow through play, develop a joy for reading and books, and enjoy serving the community, we'd love to meet you!** Being able to **multi-task** and having the ability to stay **patient, cheerful, and composed** in high energy situations is necessary.

Primary Responsibilities

- **Plan, promote, and present a wide range of children's programs (including Storytimes, Tiny Tots, Music and Movement, Construct and Create, crafts, Summer Reading Program, programs during school breaks, and family events)**
- **Create engaging displays and reading lists that highlight the children's collection**
- Assist families and children in locating materials and using library services
- Build strong relationships with caregivers, schools, and community partners. Visit schools and host classrooms to promote Summer Reading Program
- **Collaborate with the library's leadership team on program development and outreach**

- Apply for grants and donations to supplement program budget, seek community donations for programs when needed
- **Maintain and organize program supplies and children's areas**
- Plan programs in advance of annual newsletter in a timely fashion
- Assist with circulation, serving the community at the circulation desk, shelving, and general library duties
- Work with and coordinate volunteers when necessary

Skills and Qualifications

- High school diploma or equivalent required; some college or coursework in education, child development, or library science preferred
- Previous experience working with children in an educational, recreational, or library setting highly desirable
- **Must be creative, energetic, friendly, and comfortable leading groups of children. Comfort with public speaking, singing, and leading groups is a must. Understanding how to positively communicate and interact professionally with children is a must.**
- Ability to work independently while also being a collaborative team player
- Strong communication, organization, and time management skills
- Basic computer literacy (Microsoft Office, email, internet navigation, etc.)
- Ability to lift/move program supplies and materials as needed. Programming work requires nearly daily movement of tables and chairs in the program room. Additionally, to perform the essential functions of the position, an individual may be required to maintain a physical condition necessary for: sitting, walking, bending, and/or standing for long periods of time; lifting or carrying light to moderately heavy objects; operating assigned equipment, including computers, laminator, and copy machine.

Work Environment

This position involves active leadership of children's programs, including singing, dancing, crafting, and setup/cleanup. A joyful, flexible attitude and sense of humor are essential.

How to Apply

Submit a single PDF Andrea Estelle, Library Director at: aestelle@otsegolibrary.org, containing:

- Cover letter
- Resume
- Completed Employment Application
- **Writing Sample: Submit an idea for a special children's program and write a blurb for the library's newsletter advertising this program and what it entails.**

Employment application available on the Otsego District Library website. Paper or late applications will not be accepted.

Please note that the interview will include a 10 minute sample Storytime, prepared in advance by applicant.

Equal Opportunity Employer Otsego District Library is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, veteran status, or any other characteristic protected by law.