

**SERVING THE COMMUNITIES OF**

Birmingham, Beverly Hills, Bingham Farms
Bloomfield Hills

LIBRARY BOARD OF DIRECTORS

Wendy Friedman, Melissa Mark, Frank Pisano,
Karen Rock, Danielle Rumble, Jennifer Wheeler

LIBRARY DIRECTOR

Rebekah Craft

Baldwin Public Library – Position Posting

The Baldwin Public Library is the public library of Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills. It is a Class V library with a service population of 37,981 people. The Baldwin Public Library values providing excellent customer service, a wide range of collections, extensive and varied programs, and a diverse, welcoming, and inclusive environment for visitors and staff. The mission of the Baldwin Public Library is to enrich lives by providing opportunities and resources for everyone to learn, connect, and discover.

POSITION

Teen Services Library Assistant I (Part-time)

HOURS

Flexible schedule of 6-15 hours per week, including days, nights, and weekends

QUALIFICATIONS

Candidates will be evaluated on the full range of their professional and personal background, experience, and direct and transferable skills. Preferred requirements:

- Eagerness to work with the public and serve patrons of all ages, backgrounds, and abilities
- Experience creating content on social media platforms
- Flexible, independent, team-oriented
- Ability to learn new software and technology quickly
- Ability to learn materials organization throughout the building
- Ability to type and enter computer data
- Ability to lift, bend, or stoop in order to sort or shelve materials
- Ability to move carts of books or other material to various parts of the Library, indoors and outdoors

EDUCATION

Currently working toward high school diploma or have graduated/completed GED

RESPONSIBILITIES

Reports to the Teen Librarian. The Teen Services Library Assistant I will be required to perform the following types of duties:

- Deliver outstanding customer service that is innovative, equitable, inclusive, and customer-directed



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- Assist with implementation of teen programs (these may be collaborative programs with the Youth Services Department or the Adult Services Department)
- Assist with setup and breakdown of teen programs
- Assist with teen displays and communication boards, including but not limited to the Teen space
- Able to work independently and assume responsibility, as well as be able to take direction and be receptive to feedback
- Assist with social media posts and campaigns
- Assist with the monthly tween/teen book box subscription program
- Participate in community events with the Teen Librarian as a library representative
- Stay up to date on teen trends
- Monitor/provide assistance with smaller recurring programs

OTHER

- Ability to work when teen programs are scheduled
- Ability to work nights (especially Thursdays) and weekends

HOURLY RATE

\$15.50 per hour, plus earned sick time leave of one hour per 30 hours worked.

APPLICATION

Please submit a cover letter, resume, and the Baldwin Public Library **Employment Application** found on [Baldwin's Employment webpage](#) by Friday, August 22, 2025.

PROCEDURE

Submit to: Baldwin Public Library
Attn: Robert Stratton
300 W. Merrill
Birmingham, MI 48009
Electronically to: hr@baldwinlib.org

If you need accommodations, we are happy to work with you, both during our interview process and after you are hired. Please contact hr@baldwinlib.org to request accommodations.