



CASS DISTRICT LIBRARY

Community Services Librarian/Associate

Join a dynamic, growing library, nestled
in the beautiful Michiana countryside.





Essential Functions of the Job

This position creates, implements, and presents branch and community programs for all ages. The Community Services Librarian/Associate also assists at the check-out desk, maintains the youth collection, provides technology assistance, readers' advisory services, interprets the Library's policies and procedures, and serves as the designated staff member in-charge at times.



Responsibilities

- Plans and conducts programs for youth, including weekly Storytime, to encourage engagement with Library resources in order to create tomorrow's readers today.
- Serves the community and Edwardsburg Public Schools through public programming, classroom visits, and other public services.
- Conducts reference and readers' advisory services in person, by telephone, and by e-mail, using materials in a variety of formats.
- Performs duties with a variety of hardware and software functions, and compiles statistics when needed.
- Assists customers with various technologies such as cell phones, computers, and tablets.
- Assists patrons with resumes, job searches, internet use, and basic word processing.
- Maintains all multi-format collections.
- Interprets the Library's policies and procedures to the public in a customer friendly manner.
- Supervises the operation of the location in the absence of the Branch Manager and may direct the work of staff when designated.

Qualifications

- Bachelor of the Arts/Sciences required.
- Master of Library Science (MLS) preferred.

Physical Demands

- Manual dexterity to handle equipment, books, software, and a variety of media formats.
- Intermittent sitting, standing, and walking.
- Frequent bending, reaching, and stooping, lifting and carrying items weighing up to 50 lbs.





About CDL

Cass County's history is long tied to an active public library, with the first township locations established in the 1830's. Through continued support over the last 190 years, the county's public library system has grown into a district library, serving 12 townships and nearly 50,000 county residents. The district library system operates five branch libraries, with administrative headquarters located at the Main Branch. These facilities work together as an integrated system and all services, collections, and resources are shared. CDL leases branch space in the historic Mason Township Hall, and the 1909 Carnegie Local History Branch underwent an extensive restoration and facilities update in 2020-2021. Nearing approximately 10,000 square feet, the brand new Edwardsburg Branch sits on 5.43 acres of land and offers the following:

- ADA accesibility standards
- Café/lounge area
- Drive-up drop box
- Fireplace
- Makerspace Room
- Teen Area
- Ample parking
- Children's area
- Family Restroom
- Large Community Room (80 max)
- Private small converence rooms (2)
- Exterior walking path (.5 miles)

CDL has an incredibly close community partnership with the Edwardsburg Public Schools (EPS). EPS is a well-regarded public school district located in Cass County, serving approximately 2,500 students in West Michigan. The district operates six schools offering high-performing academic programs alongside strong extracurricular activities like their highly competitive football program. This position will continue the strong community connection between the public library and the public schools in Edwardsburg.

Anticipated Start Date: 07/06/26



Position Title:

Community Services
Librarian/Associate

Organization:

Cass District Library

Job Department/Location:

Public Services
Edwardsburg Branch

Reports to:

Branch Manager

Job Type:

Full Time, Non-Exempt, On-Site

Annual Salary & Benefits:

- \$18 per hour (paid semi-monthly)
- 40 hours per week
- Paid time off
- Medical, vision, and dental insurance
- Life insurance
- MI Public Employee Retirement System (MERS)

Please note that this is not a remote, temporary, or seasonal position. Evenings and weekends are a part of the regular schedule.

How to Apply:

Send a CDL employment application, cover letter, resume, and at least three professional references to:

Christopher Korenowsky, Director
ckorenowsky@cassdistrictlibrary.org

The Cass District Library is an equal opportunity employer.

