



TEEN SERVICES LIBRARIAN Position Description

Reports to: Head of Youth Services

Union: Yes

Schedule: Part time, 25 hours per week including evenings and weekends

SUMMARY:

Under the direction of the Head of Youth Services, the Teen Services Librarian will plan, promote and implement library collections and programs with a primary focus on teens. Maintains relationships with schools to promote teen programs and collections. Works closely with other Youth Services staff on implementing programs and services for children and young adults. Provides reference and readers' advisory services utilizing print, A/V and electronic resources. Works with staff throughout the library to develop and implement programming, partnerships and other projects that enhance the library's image in the community.

DUTIES AND RESPONSIBILITIES:

1. Develops and evaluates the library's collection of materials for teens in all formats.
2. Delivers a wide variety of innovative and exciting programs for teens.
3. Promotes the use of the library by teens through on-site and off-site programs.
4. Collaborates with school librarians and teachers to provide assistance for homework and research assignments.
5. Instructs teens in the use of print and electronic materials.
6. Seeks and secures grant/funding opportunities.
7. Creates bibliographies, user guides, displays, and promotional materials to spotlight collections, services, and programs.
8. Assists with newsletter, website, social media and other forms of communication channels.
9. Provides back up support for other departments as needed.
10. Performs related work as assigned by the departmental head.

EDUCATION AND EXPERIENCE:

1. ALA accredited Master's Degree in Library or Information Science.
2. 1-2 years of experience serving teens and young adults in a library setting.
3. Bachelor's Degree from an accredited college or university.
4. Knowledge of teen literature and media – both current and classic.
5. Successful experience presenting appropriate programs for teens.
6. Excellent customer service attitude.
7. Familiarity with social, pop, cultural and technological trends which impact young people's lives.
8. Good working knowledge of Windows-based computers, the Internet, database searching, an automated library systems, downloadable/streaming resources and social media.

JOB REQUIREMENTS:

1. Ability to select appropriate materials for the teen collections.
2. Demonstrated ability to working successfully with teens and young adults.
3. Genuine respect for teens and broad understanding of adolescent development (intellectual, emotional, psychological and physical).
4. Excellent oral and written communications skills.
5. Works independently and takes initiative to successfully complete duties.
6. Stays current with changes in library services through continuing education, professional journals and networking through associations and colleagues.
7. Library of Michigan Level 2 certification.
8. Valid Michigan driver's license.

WORKING CONDITIONS:

- Work a varied schedule including evenings, weekends and some holidays.
- Ability to lift, push, and/or pull up to 40 pounds.
- Frequent sitting/standing in one position for extended periods of time.
- Ability to operate a variety of library equipment including a computer, fax machine, cash register and copy machine.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.