

2016

Job Title: TEEN LIBRARIAN

Department: Youth Services

Pay Range: \$14.50 -\$20.00

Full-time with some weekends and nights.

Immediate Supervisor: Youth Services Coordinator

Positions Supervised: Occasional Volunteers

Career Ladder Opportunity: Youth Services Coordinator, Director

Job Responsibilities: Under general supervision of Youth Services Coordinator. Perform various duties related to position. Conduct programs geared toward teens. Order and maintain teen collection, perform various administrative duties without direct supervision.

Qualifications: Master's degree from an ALA accredited library school or bachelor's degree with significant library or comparable experience. Good knowledge of teen literature required. Previous professional experience preferred. Successfully pass a background check.

Knowledge, Skills and Abilities: Knowledge of library practices and procedures. An ability to communicate effectively (oral and written). Implement various programs prescribed by Director or Youth Services Coordinator and knowledge of current program trends for teens. Ability to foster and encourage library use for all ages and reading levels of youth. A broad knowledge of the development of adolescents. Can function effectively as part of a group of individuals, sharing information and striving towards a common goal. Must be able to pass a criminal background check post-job offer.

Illustrative Duty Modules:

50% Miscellaneous and Special Assignments:

- Selects and maintains the teen collection based on professional judgment, preferences of teens and review sources.
- Initiates, plans and conducts teen programming. Programs may include regular events (i.e. teen board), summer reading program, and special events to encourage the use of the library by teen between the ages of 11 and 18.
- Provides reference service and reader's advisory service to teens. Collaborates with schools and other agencies which serve teens.
- Provides professional assistance to Youth Services Coordinator as needed.
- Prepares bibliographies and booklists for service group.
- Assists in grant preparation.
- Promotes, publicizes and represents teen services.
- Prepare and conduct Preschool Story Time (ages 3-6) on a rotating basis.

50% Reference Duties:

- Assists patrons at information desk in locating appropriate library materials.
- Instructs and assist in the use of public catalogs, databases, basic internet operations.
- Performs in depth reference service.
- Assists with daily retrieval of interlibrary loan materials for SEO libraries.
- Maintains current knowledge of available sources of information and public demand of reading materials.

To apply, please send a cover letter and resume to Janel Haas, Library Director, at janel.haas@waylibrary.info.

Deadline to apply: Friday, February 19, 2016 at Noon.