



## ***Job Description / Teen Services Librarian***

### **Objective:**

Promotes the mission and values of the James Blackstone Memorial Library through service to teens and those who serve teens. Under the direction of the Associate Librarian for Youth Services, plans and coordinates all aspects of teen services and daily operations, and works collaboratively with the Youth Services team to assist in providing services and programs to children ensure that the Library provides a continuum of service from birth to age 18.

### **Duties:**

- Takes a leadership role in developing, implementing and evaluating the overall teen services program; including the physical space.
- Coordinates the daily operations of the Teen space, including the support of staff members and teen volunteers.
- Develops the materials collection, including the print and non-print collection with high interest and dynamic items that meet the teen community's needs.
- Creates, plans, facilitates and evaluates programs based on the interests of local teens.
- Works to develop meaningful relationships with teens inside and outside the building to meet their informational and recreational needs.
- Adopts a community engagement mindset to develop and maintain effective relationships with schools and community organizations that serve teens.
- Attends and participates in conferences, workshops and network communities; reads professional literature; attends and participates in staff meeting discussions.
- Collaborates with Associate Librarian for Youth Services on long-term, strategic planning.
- Works with Youth Services team to deliver programs and services for children.
- Performs other related duties as assigned.

**Reports to:** Associate Librarian for Youth Services.

### **Education and Skills:**

Master of Library Science/Library Information Science degree from an ALA-accredited program is required, along with demonstrated success working with teens. The skills necessary to read and comprehend written and oral instructions, communicate effectively, work well with the public and provide exceptional customer service are essential. The successful candidate is able to maintain effective working relationships with co-workers and supervisors and can recognize priorities, set deadlines and use initiative and independent judgement. Excellent customer service skills, flexibility and the ability to thrive in a constantly evolving work environment is essential. Continually gains knowledge in current teen library trends and emerging technologies. Understands when to hand off difficult situations to senior staff, associate librarians and/or the director. Physical strength and dexterity are required to handle library items and boxes up to 40 pounds in weight and to transport loaded book carts.

**Hours:** 40 hours per week, full-time, non-exempt. Schedule includes day, evenings, and weekends.

*September 2022*