

Teen Services Librarian

Job Description

This non-exempt position reports to the Director of Public Services and is primarily responsible for planning, directing, evaluating, scheduling, and coordinating teen programs (ages 13-19) across the district.

Job Duties

- Develop recommendations for programs, policies, and procedures to improve library services for teens (ages 13 – 19) across all branches of the Branch District Library.
- Create an intellectually and socially stimulating environment where teens feel welcome and accepted, and where they will engage more in library services.
- Work collaboratively with the branch managers to develop and implement teen programs and services to meet the unique needs of the community in which each branch is located.
- Collaborate with the Children’s Services Coordinator to plan and implement the BDL’s Summer Reading Program.
- Establish and maintain effective working relationships with community organizations and schools in order to facilitate services that meet the needs of teens.
- Maintain up-to-date knowledge of community needs, programs and issues, especially as they relate to teen services.
- Maintain up-to-date knowledge of current trends in teen interests and in library programming for teens.
- Maintain up-to-date knowledge of social media and use such media effectively to engage teens and promote programs.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to develop, schedule, and conduct programs for teens.
- Knowledge of teen literature.
- Knowledge of the general principles and specific details of adolescent development.
- Knowledge of the recreational and educational needs of teens.
- Knowledge of the principles and issues and policies of intellectual freedom and the ability to apply that knowledge in a library setting.
- Excellent communication and interpersonal skills and abilities sufficient to effectively listen; ask and answer questions; communicate with adults and children; interact cooperatively with staff; organize and give presentations to groups; and prepare a wide variety of written materials.
- Ability to demonstrate a genuine liking and understanding of children of all ages; enthusiasm; optimism; resourcefulness; flexibility; initiative; and creativity. Ability to analyze and creatively solve problems related to the position.

Minimum Qualifications

Master’s degree in Library Science from an accredited American Library Association university and two (2) years’ professional library experience as a librarian in a public library. Prefer experience working with teens and teen-oriented programs and services.

Must be able to sit for extended periods of time and be able to operate assigned equipment.