

Mary Wood Weldon Memorial Library

Part-Time Tween/Teen Services

All Youth Services staff members are supervised by the Youth Services Manager and the Director

Primary duties

- Design and carry out tailored services and programs to address the needs of tweens and teens in the community
- Develop and maintain effective relationships with schools, community groups, agencies, and non-profits that target youth in order to plan and deliver programs and services that meet needs and interests
- Select print materials for the youth collection as directed by supervisor
- Manage tween and teen programming budget
- Actively seek ways to engage tweens and teens in library activities
- Assist library users in locating appropriate library materials, offering reference and readers' advisory services, and assistance in the use of public catalogs for youth grades K-12
- Staff the Youth Information Desk per written schedule
- Shelve youth materials
- Other duties as assigned

Knowledge, Skills and Ability

- Knowledge of the use of computers in libraries
- Excel and Word basics
- Ability to establish and maintain effective and respectful working relationships with staff and general public
- Strong ability in oral and written communication
- Strong organizational skills
- Ability to learn and stay current with emerging technology
- Knowledge of gaming, social media, and other age appropriate trends

Physical Requirements

- Ability to communicate effectively and pleasantly with staff and patrons
- Ability to respond to visual communications in print and on computer screens
- Ability to climb stairs, retrieve books and other materials from top and bottom shelves, lift 20 pounds
- The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with a disability to perform the essential functions.

Experience and Training

Required:

- Interest in/familiarity with children's and teen literature and other media
- Interest in art, craft, science, technology programs suitable for grades 4-12 students

Preferred:

- Prior experience working with tweens or teens in an organized capacity
- Sound understanding of the principles and practices of public library functions

Wages and Hours

PAY: commensurate with experience
DURATION: 16-24 hours weekly, set schedule with some flexibility
BENEFITS: paid holidays, sick leave

Send resumes to:

Ami Sandell, Director
1530 S Green St
Glasgow, KY 42141

or

director@weldonpubliclibrary.org