



# Community Library of DeWitt & Jamesville

## Teen Librarian - Job Description

### **Overview**

The Teen Librarian is responsible for planning, organizing, and implementing library services and programs for teens and young adults. Manages the young adult collections including all elements of collections development. Maintains the upkeep and appearance of the library's Teen space. Coordinates outside presenters and develops programming. Initiates and develops partnerships with schools and community organizations. Provides opportunities for teen volunteers. The Teen Librarian also provides exceptional customer service to patrons at our reference desks and is responsible for other operational needs of the library. The Teen Librarian reports directly to the Assistant Director for Children's Services.

**Status:** Full-time Salaried Non-Exempt

**Schedule:** 40 hours a week including some weekends and evenings; Mon, Tues, Wed, Fri 9:30–5:00, Thurs 12:30–8:00, and one Saturday and Sunday a month

**Pay Range:** \$47,000 to \$52,000 commensurate with experience

**Benefits:** Excellus BC/BS, Guardian Dental, TIAA-CREF

### **Responsibilities**

#### Teen Services

- Plans, implement, present/coordinate tween and teen programs and events for the library.
- Models and promotes an enthusiastic, welcoming, supportive, and non-judgmental attitude towards teens
- Collaborates with the Outreach Librarian to develop and maintain effective relationships with Jamesville DeWitt School District public schools, private schools, community groups, agencies and nonprofits that target youth in order to plan and deliver programs and services that meet local needs and interests.
- Maintains a current working knowledge of young adult fiction and authors. Stays abreast of trends in teen library services and programs
- Recruits and coordinates the daily activities of Teen Volunteers and Teen Ambassadors.
- Participates in collection development and management duties, which include the selection of teen and other print, digital, and nontraditional items, as well as various nonfiction categories.
- Creates age-appropriate reading guides, books lists, and book displays to promote library materials to teens and tweens.
- Maintains an organized and neat space in the Teen Room including creating bulletin board displays, book displays, and passive programming.
- Provides customer service support to tweens and teens, including, but not limited to, readers' advisory services, providing information on and registering patrons for teen's program events.
- Collaborates with PR staff to support the library's social media presence and website content related to teen services.
- Collects, maintains, and reports statistical data related to teen services

### **General Library Duties**

- Serves at the Reference Desk and provides information, readers advisory, and reference services to patrons through a variety of ways including in-person, by phone, and online.
- Assists and instructs patrons on how to use the library PAC, websites, and databases.
- Attends meetings, in-house training, and external workshops relevant to job functions.
- Performs all other duties as assigned

### **Required Qualifications**

- Masters in Library Science or equivalent degree from an accredited institution.
- Must possess or be eligible for a New York State Public Librarian's Certificate.
- Ability to work with children, teens, and adults of varied backgrounds.
- Ability to maintain effective working relationships with co-workers and work as part of a team.
- Demonstrated strong public service skills; respect, courtesy, and patience in dealing with staff and public.
- Excellent written and verbal communication skills.
- Excellent organizational and time-management skills.

### **Preferred Qualifications**

- Knowledge of Polaris Leap.
- One (1) - two (2) years of satisfactory professional library experience preferred, ideally working with teens and young adults.
- Proficient in Google Drive, Microsoft, and other

### **Physical Activity Requirements**

- Ability to lift and carry items weighing up to 50 pounds
- Ability to pushing and pull objects weighing up to 200lb on wheels
- Ability to sit for an extended period of time
- Ability to stand for an extended period of time
- Ability to reach, place, and retrieve library materials from 2 inches from the floor to 7 feet from the floor.

### **To Apply**

Please email a cover letter, resume, and three references to [HR@cldandj.org](mailto:HR@cldandj.org).

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description will be reviewed periodically as duties and responsibilities change if necessary. Position Descriptions are subject to modification.

The Community Library of DeWitt & Jamesville is an Equal Opportunity Employer. The Library does not unlawfully discriminate on the basis of a person's race, religion, creed, color, sex, age, national origin, disability, sexual orientation, gender identity, transgender status, gender dysphoria, marital status, family status, pregnancy, military status, veteran status, genetic information including predisposing genetic characteristics or carrier status, arrest or conviction record, domestic violence victim status, or any other legally protected class or status.