

## DeKalb Public Library

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Teen Services Specialist
<b>STATUS:</b>	Non-Exempt, Part Time
<b>SHIFT:</b>	8+ hours per week, mostly Friday-Sunday. May need to work evenings depending on library needs.
<b>WAGES:</b>	\$17.40/hour, plus benefits

#### SUMMARY DESCRIPTION:

The Teen Services Specialist contributes to the effective operations of the library by providing a variety of literary, educational, and cultural programs, activities, and services for youth aged 11-17 and their caregivers. Responsible for working collaboratively with all other library departments, outside agencies, and organizations for the planning and implementation of a wide variety of programs. Reports to the Teen Services Manager.

#### DUTIES AND RESPONSIBILITIES:

- Provide reference and readers advisory services in the Teen Room, at the Youth Services desk, or as needed at other service points; provide instructional use on library resources (books and digital) and assists patrons with inter-library loan requests; instruct teens, tweens, and their caregivers in information gathering, research skills and digital literacy skills
- Provide friendly, courteous, and accurate service to all library users
- Develop, present, and evaluate workshops and programs for tweens, teens, and their caregivers
- Create displays for the Teen Room, Children's area, and other areas of the library as directed
- Participate in regular team communications to discuss and develop programming themes, special event planning and participation, expectations, issues and concerns, library communication, and community involvement
- Coordinate with community schools and other organizations and agencies in order to promote library services, materials, and programs
- Create informational material, social media and blog posts, bibliographies, pathfinders, blogposts and/or other resources highlighting books or topics related to YA literature, interests, etc. for the library, the website, or other public information venues; create internal procedures manuals and troubleshooting guides for the Teen Corridor
- Actively encourage the use of the library and invites community members to participate in library events and activities
- Represent the library at professional meetings, activities, and conferences as assigned; prepare written reports for the Library Director about these events and new learnings
- Remain current on trends in tween and teen literature, programming, and culture through consortium meetings, workshops, and other appropriate seminars
- May perform opening and closing procedures
- Monitor the behavior and conduct of patrons in the Teen Corridor and intervene as necessary to ensure appropriate conduct
- Seek out and apply for grants and additional funding; administer funds received and prepare necessary reports
- May participate in the development and implementation of new library services or projects
- Perform other duties as assigned

#### SKILLS AND QUALIFICATIONS:

- High school diploma or equivalent required, Bachelor's Degree preferred
- Experience working with and for children and/or teens required

- One year experience developing and presenting programs for teens and/or tweens preferred
- Fluency in Arabic or Spanish a plus
- Knowledge of developmental, recreational and educational needs of children and teens
- Knowledge of current trends in library services for and with children, teens, and their caregivers
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities
- Knowledge of best practices in Children's Services, including guidelines and standards published by ALA, YALSA and other recognized organizations
- Knowledge of effective practices in community assessment, program evaluation and outcomes measurement
- Ability to communicate effectively with others, orally and in writing, including through email
- Ability to identify and translate the needs and interests of children and their caregivers into effective library services and programs
- Ability to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously
- Ability to recognize and set priorities, and to use initiative and independent judgment in a variety of situations
- Ability to learn and stay current with emerging technology, including digital media

**STATEMENT OF OTHER DUTIES DISCLAIMER:**

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

**EQUAL OPPORTUNITY:**

The DeKalb Public Library is an equal opportunity employer. There shall be no discrimination or favoritism in employment, recruitment, compensation, termination, upgrading, promotions, or any other condition of employment against any employee or job applicant on the basis of race, ethnic origin, age, sex, gender, marital status, religious belief, disability, sexual orientation, political affiliation, national origin, or any other protected class.