

# Teen Services Library Assistant

## Job Description

**JOB DESCRIPTION:** Full time position available for an energetic, team-oriented Teen Services Library Assistant with a strong public service commitment. Candidates for this position provide exemplary library service, programming, and advocacy for youth and young adults (typically ages 12-18) including those with diverse backgrounds and abilities as a part of the youth services team.

### Tasks

- Solicit and facilitate services, programs and workshops with middle and high school populations in Warren County, including satellite libraries, Bowling Green Independent Schools, Warren County Public Schools, as well as private and alternative schools and facilities that serve youth.
- Solicit and facilitate winter/summer reading outreach programs as well as promotion in city and county school systems.
- Leadership of the Teen Advisory Board
- Shared leadership of Project Lit initiative
- Regular teen program/initiative creation and facilitation, both on and off-site.
- Ability to cover circulation desk when necessary
- Intermittent engagement with children ages 0-12 through programs and other interactions.
- Operational leadership of the Summer Cooperative Outreach program (THRIVE) under direction of the Outreach Manager.
- Solicit and facilitate summer reading pop ups in the community under direction of the Outreach Manager.
- Other duties as assigned.

### KNOWLEDGE/SKILLS:

- Strong organizational skills and proven ability to problem solve independently.
- Knowledge of developmental, recreational and educational needs of children and young adults.
- Awareness of current trends in library services for and with children and young adults. Knowledge of standard library procedures, current information technology, Internet and database search capabilities.

- Foundational knowledge of connected learning and ability to design programs that embed connected learning principles.
- Understanding of best practices in children and teen services, according to ALA, ALSC, YALSA and other recognized organizations. Knowledge of best practices in community assessment and engagement.
- Foundational knowledge of effective practices in evaluation and outcomes measurement.
- Cultural competence skills.

### **Supervision & Accountability**

- Supervision of this position is shared by Youth Services and Outreach Managers.
- This is a non-supervisory position.

### **Education Required**

- Bachelor's Degree

### **ABILITIES:**

- Ability to communicate effectively with others, orally and in writing, including through email.
- Ability to identify and translate children and young adult needs and interests into effective library services and programs.
- Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously.
- Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
- Able to learn and stay current with emerging technology, including digital media.
- Must be able to lift and carry bags of books or boxes weighing up to 40 pounds.
- Must be able to speak distinctly to large groups.
- Must be able to drive a car and hold a valid driver's license.
- Must be available to work evenings and weekends.