

# Fairhope Public Library

## Job Description

### Teen Librarian

*All employees of the Fairhope Public Library are expected to represent the library in the most helpful, courteous, and professional manner while carrying out their duties and responsibilities efficiently and in an exemplary manner.*

#### Job Summary:

The Teen Librarian position plans and directs all related affairs of teen programming in accordance with library standards and objectives supporting the Youth Services Department. This role is in contact with teens, typically ages 13-18, with diverse backgrounds and abilities. Daily responsibilities involve reference transactions, delegating tasks to teen volunteers and Technicians, or troubleshooting available technological equipment that all fall under the discretion of the Youth Services Department Head. This position requires an energetic, team-oriented person with a strong commitment to public service. The Teen Librarian reports directly to the Youth Services Department Head and the Library Director.

#### Duties and Responsibilities:

- Plans, organizes, and conducts a wide variety of programs and activities to encourage reading and the continued use of library facilities by middle and high school students.
- Recommends goals and objectives for the teen collection and supporting services.
- Coordinates the teen area including all of its amenities, collections, and resources.
- Creates an environment that attracts and invites teens to use the library.
- Acts as a liaison with schools to encourage teens to use the library.
- Contacts schools and other organizations that serve the teen population, and works jointly with them on services and programs when feasible.
- Utilizes a variety of techniques to encourage library use for the target population.
- Provides a variety of information services to meet the diverse needs of teens.
- Guides teens in the use and obtaining of basic information gathering and research skills needed for current and future use.
- Designs, implements, and evaluates specific programs and activities (both in the library and the community) teens based on their needs and interests, under the direction of the Youth Services Department Head and the Director.
- Oversees the Teen Volunteer Program including reviewing submitted applications, training applicants, formulating a volunteer schedule, and acting as the main point of contact for its operations.
- Involves teens in planning and implementing services for their age group.
- Performs public service duties as scheduled, assisting patrons with automated databases, and other equipment as needed.
- Advises teen patrons on reference transactions.
- Assists in the use of library materials for school work, recreational, and other uses/needs.
- Performs general reference work.

- Monitors computers and other technological equipment designated for teens on any performance issues. Reports these issues to the Youth Services Department Head or Director.
- Supervises patron usage of Video Tree and reports any technical difficulties in performance to the Youth Services Department Head or Director.
- Directs Library Technicians in work to be accomplished for the teen area, with the approval of the Youth Services Department Head.
- Publicizes teen services through all means of social media, flyers, and other publication outlets.
- Shelves, cleans, and organizes the teen area as needed.
- Collaborates with other library staff on family-oriented programming that may require input on reaching teen populations.
- Attends staff meetings as required.
- Performs other tasks as assigned.

#### Knowledge, Skills, and Abilities:

- Love for children, especially teens, and a strong desire to assist them in discovery, exploration, and a love for reading and learning.
- Maintain the privacy and confidentiality of patrons and staff in any exchange of information or services.
- Be familiar with, uphold, and apply library policies with sound judgment.
- The ability to work with large groups of children and adults in an active atmosphere.
- Friendly, welcoming personality with the ability to relate positively with staff and patrons in a pleasant, mature, and courteous manner.
- Ability to exercise tact, leadership, and independent judgment.
- Excellent knowledge of English grammar, spelling, alphabetizing, and usage.
- Ability to communicate effectively orally and in writing.
- Ability to use computers and software required for the position.
- Knowledge of operation of standard office equipment (computer, copy, machine, fax, telephone, scanner, etc.) required.
- Knowledge of teen materials, trends, and current interests of this age group.
- Ability to apply excellent customer service skills.
- Enthusiasm, initiative, and desire to serve the youth of local and surrounding communities.
- Ability to shelve
- Flexibility and willingness to perform tasks as required by the demands of the department.
- Willingness to learn new skills and update current knowledge and skills.
- Self-motivated with the ability to set priorities and work independently.
- Willing to participate with others within the Youth Services in creating and designing new ideas that can be incorporated into existing practices.
- Good organizational skills, and the ability to plan and prioritize work effectively and ensure the completion of work.
- Ability to maintain appropriate records and reports of activity.
- Ability to excel in a team oriented, customer driven environment.

- Ability to work and interact in a cooperative, pleasant, and constructive manner with others.
- Ability to administer and direct the work of volunteers.
- Ability to work independently and collaboratively as well as stay on task in a busy work environment.
- Decision making ability other than routine nature in order to meet controlling conditions.
- Familiarity with an automated library system.
- Excellent interpersonal and communication skills, and the ability to deal effectively with other staff and the general public.
- The ability to be detail oriented and quality driven.

Education and Work Experience:

- Completion of an Undergraduate Degree.
- 2+ years of library work experience
- 1+ years of experience in working with teens.

Other Information:

- Work hours *MAY* include Saturdays and/or evenings as required. You must be prepared to perform other library duties as requested.
- Must be willing to work in or be transferred to other departments.
- Attends staff meetings and training sessions as appropriate/directed.