

Burlington (CT) Public Library
Teen Librarian
Job Description

GENERAL STATEMENT OF DUTIES:

The Teen Librarian will provide library service and programming to young adults and assist patrons in finding materials. Keeping contact with young adults (typically ages 12-18) with diverse backgrounds and abilities.

SUPERVISION: works under the supervision of the Assistant Library Director.

Hours of work: 19 hours per week

Principal Responsibilities and Duties:

Provides direct assistance to patrons with basic information regarding use of library materials, equipment and services.

Oversees Young Adult collection development and collection maintenance.

Initiates, plans and conducts a variety of programs and activities to encourage the use of the library by young adults between the ages of 12 and 18, including but not limited to films and special events, reading clubs, Teen Advisory Council, school and community outreach.

Maintains and cultivates contact with parents and other family members, the public, schools, teachers, other libraries, town employees, state and regional library associations and other professional organizations.

Takes a leadership role in developing effective and productive youth service teams.

Attends professional library conferences, seminars and network committees; read professional literature; attends and participates in staff meetings.

Other duties as assigned.

Minimum Education and/or Experience:

A Bachelor's Degree from an accredited college. Experience with children's and young adult literature as well as programming for young adults typically 12-18 preferred.

Qualifications/Skills:

Knowledge of recreational and educational needs of young adults.

Ability to translate young adult needs and interests into effective library services and programs.

Knowledge of current trends in library services for young adults, young adult literature, and other materials for youth.

Knowledge of standard library procedures, current information technology, Internet and database search capabilities. Providing reference services as well as reader's advisory for patrons. Knowledge of library automation system – Sierra helpful.

Communicate with others orally and in writing; correspond often through email.

Must be able to work independently and be self-motivated.

Knowledge of computers and Microsoft Office (Word, PowerPoint, Excel and Publisher).

Abilities:

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.

Must possess physical mobility involving bending, lifting, reading, and hearing.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee must routinely lift and /or move items up to 10 pounds, occasionally lift and/or move up to 25 pounds and have the ability to push book trucks with up to 150 pounds of materials. It is essential to be able to stand at the circulation desk for long periods. Have the ability to operate a keyboard. Able to safely climb or balance, stoop, kneel, crouch, and reach high & low shelves.