

Teen Librarian

Date Posted: August 3, 2017

Deadline: Position open until filled. Preference given to applications received by August 23.

Location: Kendall Young Library in Webster City, Iowa (www.kylib.org)

Starting Wage: \$34,000-\$38,000 depending on experience and qualifications.

Benefits: Vacation and sick leave (15 vacation days, 2 personal days, 7 paid holidays and 12 sick days per year), IPERS (Iowa Public Employees' Retirement System) and contribution towards health insurance.

Hours: 40 hours per week (includes one night per week and rotating Saturdays).

Typical Schedule:

Monday-Wednesday: 9:00am-6:00pm

Thursday: 11:00am-8:00pm

Friday: 9:00am-6:00pm

Rotating Saturdays

POSITION SUMMARY:

Seeking an enthusiastic, creative, tech-savvy, service-oriented Teen Librarian to join the staff at Kendall Young Library. You will plan and coordinate teen programming (grades 6-12) and be responsible for teen collection development. Additionally, this position provides reference services for adults and teens; helps patrons use our digital and physical resources; and handles publicity for the library.

Kendall Young Library is a forward-thinking, rural library rooted in a rich history in Webster City, Iowa. As a smaller library (town population around 8,000), our staff have the opportunity to work on a wide variety of projects and tasks.

KEY RESPONSIBILITIES:

Teen Services

- Plan and staff teen programs, including the after-school Teen Lounge program.
- Coordinate the Teen Summer and Winter Reading Programs.
- Develop and maintain the Teen collection based on reviews, evaluation of current collection, and patron requests.
- Actively work at outreach to the area middle and high schools as well as other teen serving organizations.
- Advocate for the importance of teen library services in the community.

Reference

- Work the Reference Desk 20-25 hours per week providing reference and readers' advisory service to adults and teens.
- Assist patrons with computers and printers.
- Instruct patrons in use of library resources, particularly accessing online resources with digital devices.
- Assist patrons with genealogy searches and use of the library's local history collection and digital newspaper archive.
- Promote library services through tours, demonstrations, talks, and displays.

- Maintain confidentiality in all patron and staff interactions.
- Serve as the “person in charge” in the absence of a Supervisor.
- Perform copy cataloging of various formats.
- Collaborate with the Reference team and a library staff of 18 (10 FTE).

Publicity

- Manage social media accounts (Facebook, Instagram, Twitter, Pinterest, YouTube) for the library to engage the community and promote the library and its services.
- Create publicity materials for the library, including flyers, email newsletters, press releases, and newspaper columns.
- Manage and update content on the website.

Perform other related duties as assigned

EDUCATION/QUALIFICATIONS:

- Bachelor’s Degree required. Master’s Degree in Library Science (MLS or MLIS) preferred. New graduates and currently enrolled master’s students encouraged to apply.
- Experience working with the public required.
- Prior experience working with teens highly preferred.
- Previous library, bookstore or teaching experience preferred

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of current developments, trends, practices and philosophy in library services, especially teen services.
- Basic understanding of adolescent development and issues facing teens and tweens.
- Knowledge of teen literature and programming.
- Excellent written communication skills.
- Strong interpersonal and public speaking skills.
- Presentation or training experience.
- Experience with library computer technology.
- High level of computer skills. Experience with MS Office Professional (particularly Publisher), Facebook, Instagram and Twitter required.
- Flexibility and excellent customer service attitude.
- Spanish language ability is a plus.

How to apply:

Send a cover letter, resume, essay (see below) and 3 references to Ketta Lubberstedt-Arjes, Interim Library Director, at kettala@kylib.org

This position requires an essay. Please write and submit an essay (no more than 500 words) describing the attributes of an exemplary Teen Librarian.