

Teen Services Library Specialist

Employment Status: Part-time (20 hours per week)
Starting Wages: \$15.00/hr.
Reports to: Library Director

Job Description:

Part-time position available for an energetic, team-oriented Teen Services Library Specialist with a strong public service commitment. The Teen Services Specialist will provide library service and programming for youth ages 12-18. Weekly scheduling is heavily dependent on library programming, including regular evenings and weekends.

Responsibilities:

- Design, promote, execute and evaluate:
 - Library programs and special events for youth ages 12-18
 - Outreach/visits to local school district and community venues as needed
- Collect statistics on programs and attendance, and complete related reports as necessary
- Maintain public calendar for programming
- Coordinate and supervise teen volunteers
- Develop and maintain teen collections
- Provide reference and readers' advisory service
- Develop promotional materials, including content creation for library social media/webpage
- Participate in continuing education opportunities and professional development

Other Duties as Assigned:

- Collaborate with other staff on library projects and events
- Assist with grant applications and administration
- Assist with fundraising activities
- Perform Circulation Desk duties

Qualifications:

- Demonstrate commitment to customer service
- Excellent interpersonal and communication skills
- Ability to establish and maintain effective working relationship with staff and public
- Ability to multitask
- Knowledgeable about children's, young adult, and adult resources in all formats
- Demonstrated experience with computers and technology, including but not limited to Microsoft Office, Google productivity tools, Canva, and various social platforms (Discord, Facebook, Instagram, TikTok, YouTube, etc.).

Requirements:

- Bachelor of Arts/Bachelor of Science degree in a related field (education or the arts) **OR** an equivalent combination of higher education and experience working with youth
- Evening and weekend availability

Organization Background:

South Fayette Township Library is located in South Fayette Township, a fast-growing community in Allegheny County, Pennsylvania, about 17 miles southwest of Pittsburgh. The library serves a population of over 18,000 with year-round programs for all ages.

South Fayette Township Library is an Equal Opportunity Employer and will make reasonable accommodations to assure access to all persons. New hires are subject to fingerprinting and a background check upon acceptance of an offer of employment.

Applications accepted until the position is filled.

Please send a resume, cover letter, and three professional references to:

Ben Hornfeck, Director
South Fayette Township Library
515 Millers Run Road
South Fayette, PA 15064
electronically to hornfeckb@southfayettelibrary.org (preferred)