



Library Specialist for Teen Services Job Description

The Position

Under the direction of the department supervisor, the Library Specialist (LS) for Teen Services will play a key role in implementing and delivering equitable teen-focused programs and services and advocating for youth ages 12-18. This unique position provides excellent customer service to our community, collaborates on projects to improve and expand services, and contributes to a culture of innovation, creativity, and quality. This is a paraprofessional position and may be assigned to assist in other service departments.

Principle Responsibilities

- Assist teen patrons, ages 12-18, with questions regarding library resources, services, and equipment including homework help and readers advisory
- Help plan and implement library educational and recreational activities and services that highlight the library's mission and emphasize information and digital literacy for youth
- Operate, monitor, and troubleshoot issues for a variety of office and instructional equipment, software, and hardware
- Support Teen Services Librarian in the selection of Young Adult collections and materials
- Collect and track program data, distribute surveys, conduct observations
- Prepare and distribute a variety of correspondence, forms and other documents pertaining to departmental activities
- Staff Teen Room service desk and assist in other departments as needed
- Make recommendations regarding needed instructional and departmental supplies and equipment and assist with purchases and inventory
- Assist with community and school outreach
- Work on special projects and initiatives
- Assist with teen volunteer management, supervise teen volunteers as needed

Knowledge, Skills & Abilities

- Familiarity with YALSA's Teen Services Competencies
- Enthusiastic interest in working with teens and tweens and implementing creative, engaging, and empowering youth-oriented programs and services
- Knowledge of Young Adult literature, including fiction, nonfiction, and graphic novels
- Awareness of popular social media platforms and teen-interest trends
- Excellent customer service and effective communication skills with people from diverse backgrounds, including youth and families
- Understanding different learning styles and developmental milestones to advocate for teens
- Ability to exercise sound judgment, creative problem-solving skills, and objectivity to resolve problems and conflict
- Passion and knowledge about the use of technologies to support creative learning

- Understand and carry out complex oral and written instructions
- Work irregular hours, including evenings and weekends
- Lift up to 40 pounds, push loaded book carts, shift furniture

Education & Experience

Any combination equivalent to:

- Completion of two years of college or two years of full-time library support experience
Experience interacting with middle and high school students in an educational, institutional, or recreational environment such as a school, local government agency, non-profit, recreation department, or library

The Belvedere Tiburon Library is an Equal Opportunity and Drug Free Workplace Employer

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

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