

South Park Township Library is seeking a Part-Time Teen Librarian

SUMMARY: The Teen Librarian will plan and execute tween and teen programming and young adult collection development.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Conducts regular outreach to local schools to advertise programs and assess programming needs.
- Provides prompt, courteous and direct assistance to all patrons regarding use of library materials, equipment, and services.
- Ensures the library's collections include relevant print resources aimed at the specific interests and needs of the teens and tweens in the community.
- Proactively develops, implements, and evaluates the teen and tween services programs based on the diverse education, recreational, and personal needs of the community.
- Leverages community experts, coaches and mentors for services and programs in order to meet teen and tween needs and interests.
- Other duties as assigned.
- Understands and adheres to library procedures and policies.
- Maintains and promotes positive working relationships with staff and public.
- Must be able to lift up to 10 lbs.
- Must be willing to work two nights and two Saturdays per month.

EDUCATION and/or EXPERIENCE:

- Working knowledge of Microsoft Office Suite and Windows 11.
- Working knowledge of Sierra circulation software preferred.
- Prior experience as a teen or children's librarian and/or MLIS preferred.

This position will be approximately 25 hours a week and will pay \$14/hr.

Please send a cover letter and resume to deknigha@einetwork.net.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police, Child Abuse History Clearance from the Department of Human Services, and fingerprint ID based on federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

South Park Township Library is an Equal Opportunity Employer.