Teen Librarian

Want to work with a truly customer focused team? We are looking for a self-starter with the ability to offer quality reference assistance with a proactive service attitude. Candidates must have excellent problem-solving skills, value teamwork, and the initiative to represent the library as a cornerstone of the Cleveland Heights-University Heights communities.

The Teen Librarian at the Lee Road Branch works closely with other teen-focused members of Youth Services to provide relevant and engaging reference services, programming, and reader’s advisory to our teen population.

Responsibilities:

- Maintain the teen collection at Lee Road, including creating engaging displays and working with the Collections Services Department to respond to customer requests.
- Oversee the teen room, including space and supplies upkeep, equipment needs, behavior.
- Sustain existing library partnerships and explore new opportunities to benefit the teen population.
- Develop positive relationships with teens to fulfill informational and recreational needs, including job readiness, reader’s advisory, and more.
- Present creative and engaging programs for teens.

Job Requirements:

- Applicants must have a master’s degree in library science from an accredited institution.
- Desire and ability to work with the public and comfortable taking “building in-charge” duties.
- Previous experience working with teens in an urban library setting is required.
- Familiarity with current reading, viewing, and listening interests of teens.
- Awareness of current trends in teen librarianship.
- Experience with presenting creative programming that appeals to teens.
• Physical activity, including standing, walking, reaching, bending, and kneeling.
• Knowledgeable of reference resources and have the desire to help customers when and where they need assistance.
• Excellent technology skills and aptitude for helping customers with computer programs such as Microsoft Office and web-based programs such as Overdrive eMedia Collection.
• Experience using SIRSI and Bibliocommons a plus.
• Valid Driver’s license and transportation required.

About us

Heights Libraries began its mission to serve the community in 1916. We have grown and expanded significantly in the intervening years, but our founding ideals of providing outstanding library services, staff, and facilities has not changed. Our customer’s needs are our first priority. Our goal is to anticipate and fulfill those needs to provide our customers with a unique and rewarding library experience. We strive to be a community gathering place and provide an environment where all are welcome.

Benefits

Ohio Public Employees Retirement System (OPERS) and we pick up 4% of employee contribution. We offer affordable health insurance, six weeks paid parental leave, ten paid holidays, life insurance, vacation, and sick leave benefits. Schedules will include daytime, evening, and weekend hours for a 40-hour workweek.

Starting Pay: $21.00/hour. Experience and work history will also be considered for starting salary.

Submit cover letter, resume, and application. Apply online at https://heightslibrary.org/services/jobs/. Position closes on Friday, April 8.

EEO/Drug Free Workplace Employer