Teen Library Associate - Multiple Locations

Branch Library Services - Warren, Ohio

Several full-time employment opportunities are now available with the Cortland, Howland and Liberty Library locations. The W-TCPL is looking for some dynamic, creative Teen Services Associates committed to providing quality customer service to teens (ages 13 - 18) and other library users. Under the regular supervision of the Branch Library Manager, these employees will collaborate regularly with the Branch Manager and the Teen Supervisor at Warren to provide library service to library users of all ages with an emphasis on providing direct library service to teens (ages 13-18). In partnership with the Youth Services Librarian at the branch, this position also helps to prepare and present programs for children of all age groups, with concentrated efforts on tweens (ages 9-12).

ESSENTIAL DUTIES:
- Answers reference and reader's advisory questions in person and by telephone.
- Prepares and presents programs for teens in collaboration with the Teen Services Supervisor.
- Develops displays and other promotional materials.
- Instructs users individually and in groups in the use of library materials and equipment.
- Presents information about library services and programs to individuals and groups.
- Assists with the selection and weeding of teen materials.
- Provides outreach activities as assigned.
- Participates in other Youth Services programming and provides assistance on the check-out desk or the youth services department desk at any library location as assigned.
- At branch locations, participates in routine public service by circulating materials to customers, which includes checking materials in and out, placing holds, registering borrowers, collecting fines and fees.
- Communicates regularly with the Branch Library Manager and other youth services staff regarding teen programming.
- Develops and maintains a working knowledge of the adolescent brain development and teen behavior.

QUALIFICATIONS/REQUIREMENTS:
Bachelor's degree from an accredited four-year college or university required, with an emphasis in education or related field highly desirable. One-year experience working with teens and preparing/presenting programs preferred. Excellent customer service, communication and organizational skills. Ability to plan and present programs. Ability to prioritize the workload. Knowledge and experience in using computers and various software programs to include the Internet and online databases. Valid driver’s license.

Please refer to the Core Competencies for Library Staff on the library’s website, www.wtcpl.org.

There are three full-time positions available for the following library locations - Cortland, Howland and Liberty. The starting hourly pay rate is $16.36.

HOW TO APPLY:
Apply online directly through the Library’s careers website, https://wtcpl.bamboohr.com/jobs/.

Positions are open until filled.