

**February 2024**

## **TEEN LIBRARIAN: TIPP CITY PUBLIC LIBRARY**

### **Job Summary:**

Seeking a highly motivated and technology savvy individual to serve as a Teen Librarian for the Tipp City Public Library. The Teen Librarian leads the development and implementation of teen library services, acts as a mentor and connects teens to resources and opportunities that reflect their interests, responds to their needs within diverse and changing communities, and empowers them to be builders of their own future.

### **Responsibilities include, but are not limited to:**

- Creating, planning, and facilitating youth-driven, project-based programs and workshops around Connected Learning models that are designed to build skills in digital media, STEM, the maker movement and new emerging technologies;
- Working to develop rapport with teens in the library and helping to fulfill their informational and recreational needs;
- Teaming up with other Teen Specialists to conduct outreach at middle and high schools in Tipp City;
- Participating in library-wide initiatives and programs;
- Overseeing Makerspace hardware and software
- Assisting customers of all ages in performing reference searches, selecting and locating materials, and meeting technology literacy goals;
- Managing the teen space, including space upkeep and inventory, creating engaging displays;
- Continuing to cultivate a timely and dynamic teen collection that is representative of the community's needs in consultation with the Director and in collaboration with the Youth Services and Adult Services Librarians.

### **Required:**

- MLS or MLIS from and ALA accredited school is required;
- Ability to provide quality customer service, both in person, over the phone, and virtually;
- The desire and ability to work with a diverse public and staff within diverse communities;
- Ability to work as part of a team, meet deadlines, manage assignments and responsibilities effectively.
- Energetic and dynamic, highly organized, self-motivated, and possess strong leadership skills;
- Familiarity with online catalog, electronic databases, and internet searching;
- OH Criminal Record Check, OH Child Abuse History Clearance, FBI Fingerprint Criminal Records Check and Mandated Reporter Training required upon offer of employment.

### **Highly Desired:**

- Experience working with teens;
- Experience teaching in an informal environment;
- Three or more years of progressive experience and increasing responsibility in a service-oriented environment, including demonstrated leadership

Full – time - 40 hours a week with evenings and weekend rotations. Salary 36,500-39,000

Interested applicants should apply by sending letter of intent, resume and three references to

TIPP CITY PUBLIC LIBRARY  
Lisa Santucci, Director  
11 East Main Street  
Tipp City, OH 45371  
[director@tippcitylibrary.org](mailto:director@tippcitylibrary.org)

Tipp City Public Library began in 1923 as a collection of 1,500 books on the second floor of the old City Building, staffed only by volunteers. It was originally funded by the Women's Civic Club, and then by local taxes in 1926, becoming a City library. In 1950, the land at the library's current location was donated by Mr. and Mrs. John Smith, after which neighboring properties were purchased. The library was dedicated at its present location in 1962. A children's room was added in 1982, and the building went through another renovation creating the adult fiction and teen areas in 1991 with the teen area completed in 1996. A new north entrance completed in 2017. The Tipp City Public Library is in the heart of the historic main street of Tipp City, Ohio.

Tipp City Public Library is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic in accordance with applicable federal, state or local