



## **Teen Services Specialist – Karl Road Branch (part-time)**

**Salary Range:** \$18.86 – \$29.93 hourly

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### **PURPOSE OF JOB**

Responsible for mentoring and instructing 12-17 year olds in applying creativity through the use of technology. Collaborates with location staff to plan schedule of workshops and themed projects.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Assist teens with using YouMedia technology.
2. Instruct and support students ages 12-17 to apply technology in creative ways to support learning.
3. Critique student work using online tools.
4. Design and lead workshops for youth based on local interests, i.e., recording, editing, mixing songs and videos.
5. Facilitates sharing of students' work and ideas across the lab and department.
6. Documents student attendance and learning as needed.
7. Works as a team with other Teen Services Specialists, staff and volunteers to mentor teens using the YouMedia technology.
8. Performs additional duties as assigned including serving on task forces, committees, etc.

### **QUALIFICATIONS AND REQUIREMENTS**

1. Associate's degree with 1-3 years' of experience using digital media.
2. Experience in one of the following areas: video production, graphic design, game design or music production.
3. Experience working in a mentoring/training/teaching capacity.
4. Ability to express self effectively and concisely, both orally and in writing.
5. Working knowledge of libraries.
6. Ability to operate library technology including personal computer, email, software programs (i.e. Windows/Microsoft Office) and other job related equipment and systems.
7. Expertise in PC and MAC operating systems, common graphic and video file types, file conversion tools, Office suite, graphic editing and manipulation software, video editing software (e.g. iMovie, Finalcut Pro), audio multitracking software (Garage Band or equivalent), familiarity with computer peripherals used in media production (storage devices and media, cameras, scanners).
8. Ability to utilize reliable transportation to promptly report to job assignment and other locations, per job requirements.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or

commercial vehicles (e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions).

Work requires occasional lifting or pushing of up to 20 lbs. and the frequent lifting or pushing of up to 10 lbs.

**SCHEDULE**

Monday-Friday 2:00-6:00pm

Note: Summer Schedule, Early afternoons.