

## Teen Library Associate

Branch Library Services · Cortland, Ohio

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Are you passionate about working with teens and fostering a love for reading and learning? Do you thrive in a dynamic environment where creativity and innovation are encouraged? If so, we have the perfect opportunity for you! The W-TCPL is looking for a **full-time** dynamic, creative **Teen Services Associate** for the **Cortland Library** committed to providing quality customer service to teens (ages 13 - 18) and other library users. In partnership with the Youth Services Librarian, this position also helps to prepare and present programs for children of all age groups, with concentrated efforts on tweens (ages 9-12).

The Cortland Library is a vibrant hub in our community, dedicated to providing accessible resources, engaging programs, and exceptional services to people of all ages. Our Teen Services department is committed to empowering young minds, fostering curiosity, and creating a welcoming space for teens to connect, explore, and grow.

### ESSENTIAL DUTIES:

- Answers reference and reader's advisory questions in person and by telephone.
- Prepares and presents programs for children of all ages in collaboration with the Teen Services Manager and/or Branch Youth Services Librarian, with emphasis on the tween and teen age groups.
- 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.
- 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 adolescent brain development and teen behavior.
- 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.

### QUALIFICATIONS/REQUIREMENTS:

Bachelor's degree from an accredited four-year college or university preferred, with an emphasis in education or related field highly desirable -OR- 2+ years relevant experience. One-year varied experience working with teens and preparing/presenting programs preferred. Knowledge and experience in using computers and various software programs to include the Internet and online databases. Valid driver's license with an acceptable driving record is required.

Please refer to the Core Competencies for Library Staff on the library's website, [www.wtcpl.org](http://www.wtcpl.org).

### BENEFITS

- Retirement Plan: OPERS- Mandatory 10% employee contribution, 14% employer contribution
- Health Insurance with employer contribution to HSA
- Life Insurance
- 13 Paid Holidays
- PTO Plan
- Employee Assistance Program
- Professional development opportunities

If you are passionate about making a difference in the lives of teens and are excited to join a dynamic team dedicated to promoting literacy and lifelong learning, we encourage you to apply!

### HOW TO APPLY:

Interested candidates should submit a resume, cover letter, and contact information for three professional references when applying online. Apply online directly through the Library's careers website, <https://wtcpl.bamboohr.com/careers>.

**Position will be open until filled.**