

## **Plymouth District Library – Job Posting**

<http://plymouthlibrary.org>

**TITLE:** Teen Librarian – Part Time (24 hours/week)

**DESCRIPTION:** The Teen Librarian develops and implements collections, outreach, and programming for teens, parents, and other adults who work with teens.

### **JOB DUTIES AND RESPONSIBILITIES:**

- Provides direct reference and readers advisory service to patrons of all ages.
- Plans and executes collection development in a variety of formats and subject areas, including selection, display, access, analysis, weeding, and budget management. Manages graphic novels, manga and teen AV collections.
- Plans and executes programs and services for teens to promote or facilitate the use of library resources. This includes, but is not limited to, seasonal reading programs, book talks, school visits, STEM workshops, and book discussion groups.
- Recommends annual goals and objectives for the teen department.
- Creates an environment that attracts and invites teens to use the facilities and collections.
- Facilitates and maintains teen pages on the library's official web site, as well as blogs and social networking accounts set up to reach out virtually to the library's teen patrons.
- Works as a liaison with the schools to encourage teens to use the library.
- Plymouth community teen champion and advocate.
- Attends and participates in staff meetings and committees.
- Represents the Library in community organizations.
- Performs other tasks as assigned.

### **QUALIFICATIONS:**

- MLIS or equivalent from an ALA accredited library school.
- Strong public service orientation.
- Thorough knowledge of standard public library reference and readers advisory sources.
- Knowledge of current reading, viewing, and listening interests of teens.
- Must work effectively with adults, teens, and youth and be committed to and enthusiastic about teen library services.
- Must be able to establish and maintain effective working relationships with other employees, managers, and vendors.
- Flexibility in scheduling is required. This position requires evenings and weekends throughout the year.
- Digital media skills such as gaming, coding, and video/audio editing preferred.

**SALARY:** \$21.63/per hour

**BENEFITS:** Pro-rated paid vacation and sick time and holiday pay.

**COVER LETTER  
AND RESUME TO:** Robyn Lowenstein  
[humanresources@plymouthlibrary.org](mailto:humanresources@plymouthlibrary.org)  
Plymouth District Library  
223 S. Main Street  
Plymouth, MI 48170

**DEADLINE:** **November 26, 2017 at 5:00pm**

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the library. The Plymouth District Library does not discriminate in its employment on the basis of race, color, religion, national origin, citizenship, sex, age, height, weight, marital status, veteran status or disability. We provide reasonable accommodation for qualified individuals with a disability if requested.