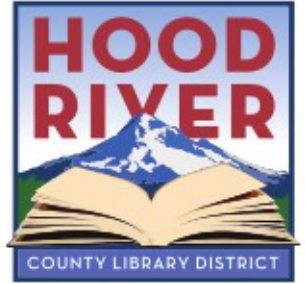


Job Announcement Teen and Tween Services Librarian



Open until filled

Job description

The Teen and Tweens Services Librarian is responsible for developing, implementing, and evaluating comprehensive library services and programs for tweens ages 10-12 and teens ages 13-18 across all branches and community locations. This position plays a crucial role in engaging young adults through innovative programming, curated collections, volunteering, and community outreach, while also collaborating with the children's services librarian to serve tweens, ensuring a smooth transition between youth and teen services. The librarian champions the library's mission by providing welcoming, inclusive services that support adolescent development, promote literacy and learning, and foster a lifelong appreciation for libraries among tween and teen patrons, while serving as a bridge between the library and local schools, organizations, and teen-focused groups.

The Teen and Tween Services Librarian is a full-time position, up to 32 hours per week. Weekends and some evening hours are required.

Essential duties and responsibilities

• Patron service and programming

- Demonstrate a positive, inclusive, and welcoming attitude that fosters a safe and supportive environment for tweens, teens, their caregivers, and families. Embrace and celebrate diversity by treating everyone with respect and without judgment, ensuring that all individuals feel valued and understood.
- Provide proactive and innovative services consistent with the developmental needs of youth and the needs of parents, families and caregivers.
- Develop and present diverse tween and teen-focused programs across all library branches, bookmobile, and external community locations, with a strong emphasis on programs in the community.
- Conduct outreach to tween, teens, parents, and guardians utilizing various modalities such as in-person interactions, interactive programs and social media platforms.
- Organize special events, including the annual Summer Reading Program, and oversee the Teen Advisory Board.
- Recruit, train, and mentor members of the Teen Advisory Board and teen volunteers, fostering leadership skills and community engagement among young patrons. Develop and implement a structured program that empowers teens to

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www.hoodriverlibrary.org

contribute meaningfully to library services, gain valuable work experience, and provide input on teen-focused initiatives.

- Network and collaborate with schools and community organizations focused on teens.
- Collaborate with the children's librarian to serve tweens and with other staff for children's, adult, and outreach services.

- **Collection development and information services**

- Participates in the selection, replacement, and weeding of young adult and graphic novel materials, using industry reviews and the library's Collection Development Policy to evaluate and make decisions about the assigned collections.
- Maintain diverse collections that represent all perspectives and assist teens in accessing inclusive materials, while upholding intellectual freedom as defined in the ALA Bill of Rights.
- Provide information, readers' advisory, and reference services in-person, by phone, and online.
- Maintain current knowledge of young adult literature, authors, and trends in teen library services.
- Give library tours to school classes, including book talks and related activities.

- **Library space and promotion**

- Maintain an inviting teen area with recommended book lists, displays, and self-guided activities.
- Collaborate with the marketing team to publicize programs through various channels.
- Assist in designing and maintaining the library website's teen services section and managing social media accounts.
- Operate Sprinter Van bookmobile, including driving to community locations and performing safety checks.

- **Administrative and professional duties**

- Serve as Person-In-Charge of the building when required.
- Recruit, train and supervise teen volunteers and serve as staff contact for teens and their parents/guardians.
- Collect, maintain, and report statistical data as needed.
- Seek out and assist in writing grants to enhance library services.
- Serve as rotating chair of the Program Team Committee.
- Manages budget for teen programs and collection development.
- Stay current on professional and technological developments through participation in organizations, workshops, continuing education, and professional reading.

- **General responsibilities**

- Champion the Library's strategic goals, mission, vision, and values. Works

cooperatively with other library departments to develop plans and initiatives that support the library's mission and goals.

- Provide friendly and courteous customer service to patrons from diverse backgrounds.
- Perform circulation duties at public service desks and Bookmobile.
- Answer questions on library organization, policies, and procedures.
- Train patrons in library skills, including computer use, catalog navigation, and electronic resource utilization.

Please see the job description for a list of secondary duties, knowledge, skills and abilities.

Required minimum qualifications

- Bachelor's degree in a library or education related field.
- Two or more years of professional experience working with tweens and teens (ages 10-19) in a library setting or similar working environment.
- Any equivalent combination of six (6) years of education, experience, and training satisfying the above.

Desired experience, education, and skills

- Master's degree in Library and Information Science from an ALA-accredited institution
- Spanish language proficiency
- Experience in customer service, preferably in a public library
- Experience working with organizations serving underserved populations
- Experience building community partnerships
- Experience working in school or public libraries
- Knowledge of current trends in library services for tweens and teens (ages 10-18) and their parents/caregivers
- Knowledge of adolescent development, young adult literature and culture and best practices for serving teens

Compensation

- Opening salary ranges from \$27.48 to \$28.59 per hour.
- *Health benefits:* Medical, prescription, alternative care, vision, and dental insurance. Optional Flexible Spending Accounts for health or dependent care.
- *Retirement:* 403(b) plan contributions of the equivalent of up to 9% of salary, including a 6% contribution by the district and an optional match by the district of up to 3%.
- *Leave:* Vacation, sick leave, and paid holidays annually.

How to apply

Please read the job description carefully and submit the following:

- Cover letter –please explain how your experience and skills meet both the required and desired qualifications listed in the job posting.
- A completed Hood River County Library District Application for Employment
- Current resume.

The complete application packet, together with the job description, is available from the following sources:

- Online at <http://hoodriverlibrary.org/about/employment>.
- Hood River Library, 502 State St, Hood River, OR 97031.
- Cascade Locks Library, 140 SW Wa-Na-Pa, Cascade Locks, OR 97014.
- Parkdale Library, 7300 Clear Creek Rd, OR 97041.
- By calling 541-387-7062 or emailing info@hoodriverlibrary.org.

Documents must be submitted in OpenDocument, PDF, or Microsoft Office format. Complete application packet and email to **rachael@hoodriverlibrary.org** or return to Hood River County Library District, 502 State St, Hood River, OR 97031

About Hood River County Library District

The Hood River County Library District reaches out, supporting everyone to learn, create, and grow in our community. We come together to create an inclusive, dynamic, and creative environment where everyone belongs and opportunities for all. Our commitment to collaboration, community, compassion, and fun drives us to provide services that enrich lives and foster a sense of belonging for every member of our diverse community.

The Library District serves approximately 24,000 people with good circulation rates and robust participation in events. In the 2022-23 fiscal year, Hood River County Library District patrons checked out over 144,162 items. Our libraries welcomed 63,000 visits, and 12,509 people attended our programs.

The District includes three locations: Hood River, Cascade Locks, and Parkdale as well as a bookmobile. The bookmobile serves Hood River County with a focus on Odell and Hood River.

The physical library buildings and bookmobile provide free wi-fi, computer access and use of other electronic devices to patrons and visitors alike. Additionally, the Hood River County Library District is a member of the Sage Library System and the Libraries of Eastern Oregon, consortium which provide their patrons access to nearly all materials cataloged within their

systems.

The Hood River branch is in a stunning, historic Carnegie building (constructed in 1913 and expanded in 2003), and the Cascade Locks and Parkdale branches are located in the center of their respective communities. The district has stable funding from a countywide special district, and enjoys the additional financial support of a very active Friends of the Library group and Library Foundation, as well as many hours of support from a bevy of loyal volunteers.

Seated at the heart of the Columbia River Gorge, Hood River County provides myriad opportunities for outdoor recreational activities including windsurfing, kiteboarding, hiking, cycling, skiing, and more.

For more information, please visit us online:

- Hood River County Library District - <http://hoodriverlibrary.org>
- Sage Library System - <http://catalog.sage.eou.edu/>
- Hood River County Chamber of Commerce - <http://hoodriver.org/>

The Hood River County Library District is an Equal Opportunity Employer.