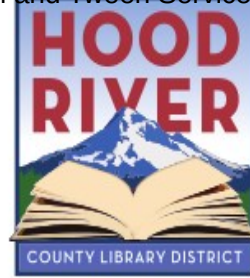


Job Description



Position Title: Teen and Tween Services Librarian

Classification: Librarian I

Hours Per Week: Full time - 32 hours per week

FLSA Status: Non-exempt

Salary Range: \$27.48 to \$30.94

Summary

The Teen and Tween 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.

Supervision received

Works under the general supervision of the Library Director.

Supervision exercised

Directs the activities of staff and volunteers assisting with tween and teen programs and services. The individual in this position may be assigned to be the Person in Charge, in the absence of the Library Director and Assistant Director. Supervision of other employees for tasks not associated with teen's programs and services is not a normal responsibility of this position.

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.

502 State Street
Hood River, OR 97031
541 386 2535

- 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 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.

Secondary duties

- May be in charge of the building in the absence of other supervisory staff.
- Attend meetings and training seminars as required.
- Engage in ongoing professional development.
- Assist with special projects as required.
- Serve on assigned committees.
- Performs other job-related duties as assigned.

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

Knowledge, skills and abilities

- Demonstrate strong skills in planning, implementing, and evaluating tween and teen-focused library services. This includes the ability to conceptualize projects, set clear objectives, coordinate resources, manage timelines, and conduct thorough post-project assessments to ensure continuous improvement of tween and teen services and programs.
- Thorough understanding of adolescent development and advanced knowledge of library services to tweens and teens.
- Possess comprehensive knowledge of collection development policies and procedures, with a focus on teen materials. Demonstrate strong familiarity with tween and teen literature, encompassing both contemporary and classical works.
- Ability to plan, present, and promote engaging programming for teens and their

parents/guardians.

- Familiarity with library resources, programs, and services, focusing on teen services.
- Knowledge of alpha-numeric systems, metadata standards (MARC, RDA, AACR2), and collection development policies.
- Proficiency in using integrated library systems, web-based databases, and basic office applications.
- Understanding of intellectual freedom principles in public libraries
- Strong customer service and communication skills, with ability to work with diverse audiences.
- Excellent verbal and written communication skills in English, with the ability to effectively engage diverse audiences. Spanish language proficiency is preferred.
- Ability to work collaboratively in a team environment, maintaining positive relationships with colleagues and community partners. Demonstrate willingness to support coworkers, contribute ideas, and adapt flexibly to various situations.
- Excellent organizational abilities and attention to detail.
- Ability to work independently, set priorities, and respond to unpredictable circumstances.
- Capability to handle disruptive behavior calmly and effectively.
- Ability to respond and adapt quickly to diverse challenges and unpredictable situations, particularly when staffing public service desks or conducting community outreach.
- Basic mathematical and budgetary skills.
- Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to read, write, and interpret routine documents.
- Ability to perform essential job functions with or without accommodation.

Essential physical abilities and working conditions

- The Librarian I is a full-time position, up to 32 hours per week. Weekends and some evening hours are required.
- Stands or walks 50% of the time, 75% of the time when assigned to the public service desks and 90% of the time when delivering presentations or programming.
- Frequently required to walk, sit, talk, or hear. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- Moves back and forth between all areas of the library.
- Retrieves and replaces library materials from 2 inches from the floor to 7 feet from the floor.
- Regularly lifts and/or pushes or pulls up to 10 pounds, frequently lifts and/or pushes or pulls up to 25 pounds, and occasionally lifts and/or pushes or pulls up to 50 pounds.
- May be asked to work at any library branch within the district.
- Works at computer screens and monitors regularly while carrying out essential job functions.
- Normal office exposure to noise, stress, and disruptions.
- Newly hired and promoted employees are subject to the completion of a standard 90-day introductory period.

Tools and equipment used

Computer, including the Internet, social media, general office applications, design software, presentation applications, and integrated library system; LCD projectors; printers; scanners; e-readers; media players; tablets; smart phones; book bins; book carts; copy machine;

telephone; book bins, general office tools; calculators; other tools and equipment necessary to perform the essential and peripheral duties of the position.

Signatures		
<p>This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.</p>		
Employee Name	Signature	Date
Supervisor Name	Signature	Date

Effective Date: September 20, 2011

Last revised: October 24, 2024