

York County Libraries

ANSWERS FOR LIVING. KNOWLEDGE FOR LIFE.

Job Description

Department: Youth Services
Job Title: Teen Program Coordinator
Reports to: Youth Services Librarian /Martin Library

Type of Position: Part-Time
Status: Non-Exempt
Hours: 20/week
4:00 p.m. – 8:00 p.m. Monday - Thursday
8:30 a.m. – 5:30 p.m. Saturday Rotation

General Description

The Teen Services Librarian position is responsible for Teen programming. Responsibilities include but not limited to creating, implementing, and promoting Teen programming. They will be the point person for the implementation and improvement of services to teens in our community. The Teen Program Coordinator works under the general supervision of the Youth Services Librarian.

Essential Functions

- Program and Services
 - Design program and services that empower youth and attracts support.
 - Incorporate 5 Literacies into programming and services.
- Advocacy
 - Ambassador for teen services.
 - Build relationships and partnerships both internal and external.
- Collection
 - Influence teen collection building

Qualifications

Education/Experience

- Bachelor's Degree from accredited institution.
- Minimum of two (2) years' experience providing customer services in a public library setting, building and sustaining effective teams, problem solving, implementing successful change, decision making, manage collections, creating and managing programs preferred.

If you are interested in this position please send a resume, cover letter, contact information for three professional references and a salary history to: oberrios@yorklibraries.org by March 31, 2013.

The York County Library System is an Equal Opportunity Employer (EOE). All employees are required to obtain a Child Abuse History Clearance and a Criminal Record Check.