

Classification: Hourly employee

Reports to: Library Director

Hours: 28 Regular assigned hours per week, evening, and Saturday hours.  
Hours also dependent on scheduled programming.

Job Summary: Part-time vacancy available for an energetic, team-oriented Youth Services (teen/tween) Coordinator with a strong public service commitment.

Duties and responsibilities may include, but are not limited to, the following:

- ❖ Develops & implements programs, services, and materials collections for the purpose of educating, engaging, and empowering teens and tweens, addressing various literacy needs, and promoting exciting library services.
- ❖ Creates Flyers, bookmarks and other promotional materials for the youth services (teen/tween) program.
- ❖ Performs routine youth services collection maintenance tasks, collection development, and weeding tasks.
- ❖ Coordinate outreach program to local schools.
- ❖ Performs all routine duties of the circulation desk, including item circulation tasks, fines and fees collection, opening and closing procedures, and basic reference services.
- ❖ Plans and implements special projects as assigned by Library Director.
- ❖ Performs other duties as assigned.

Job requirements:

- ❖ Bachelor's degree or commensurate experience. Master's degree in Library Science from an [ALA-accredited program](#) preferred. Competitive salary based on experience.
- ❖ One or more years of professional experience in a library setting preferred.
- ❖ Experience in working for and with young adults (ages 12 to 18).
- ❖ Ability to attend occasional training and other library-related events out of the area as assigned.
- ❖ Ability to maintain a positive attitude of customer service and team spirit, even under trying circumstances.
- ❖ Ability to communicate effectively with the public and members of the staff. Communication skills must be evident in oral and written forms with proper usage, spelling, and grammar.
- ❖ Ability to acquire and maintain a working knowledge of current general principles, methods, and practices of public library operations, and of TDL's specific policies and procedures.
- ❖ Ability to acquire and maintain an understanding of library services, materials, and technology sufficient to answer patrons' directional, informational, or readers' advisory questions.
- ❖ Working knowledge of computers and ability to operate all equipment connected with job duties without direct supervision.
- ❖ Ability to work under general supervision with latitude in exercising independent judgment and discretion subject to TDL policies, procedures, and professional practices.
- ❖ Visual acuity and physical skills necessary to retrieve and maintain library materials, operate library equipment/technology, and interact with patrons and staff.
- ❖ Ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds.
- ❖ Hearing ability to answer telephone and patron inquiries.

This job description is intended to describe the general nature and level of work performed.

It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

Temporary modification to provide reasonable accommodation does not waive essential functions of the job requirements. The Tamarack District Library is an at-will employer.