

**CITY OF EAST LANSING
EAST LANSING PUBLIC LIBRARY
JOB POSTING**

AVAILABLE POSITION: Teen Services Specialist

PAY RATE: \$17.87/hour

HOURS PER WEEK: 28 hours per week at-will position; includes nights and weekends

Reports to: Assistant Director

PURPOSE:

Twenty-eight (28) hours per week opportunity for an energetic, visionary and team-oriented Teen Services Specialist with experience in social work with teens; and/or teen library services and programming; teen counseling; and strong public service commitment. The Teen Services Specialist develops inclusive and engaging young adult programming (literacy-based and STEAM-based) and outreach opportunities; provides proactive customer service for all ages; represents the library in the community and works as a liaison with local schools.

ESSENTIAL POSITION FUNCTIONS

1. Manages and coordinates the teen after-school program five days per week, including interacting with teens, developing a rapport with teens and the supervision of volunteers and interns
2. Initiates the development and implementation of teen programs (both in the library and offsite) to increase awareness of library resources and encourage library use
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4. Maintains contact and cultivates relationships with the public, schools, teachers and community organizations to raise the profile and awareness of the library for educational, recreational and promotional purposes relating to the library's teen services
5. Serves as on-duty staff as needed, making decisions dealing with library security, policy, emergency procedures, customer service and conflict resolution
6. Cooperates as a team member with all library staff in performing any professional or nonprofessional duties essential to the achievement of efficient library operations
7. Prepares regular reports for Library Director, Library Board and supervisor
8. Seeks out funding opportunities for teen activities
9. Proactively provides customer service

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

1. Bachelor's degree in teen oriented field i.e. social work, education, counseling
2. Minimum of two years of hands-on or in-the-field work with teens
3. Social work counseling experience with teens or library teen services experience
4. Creativity and a proven record in developing and implementing innovative teen programming
5. Ability to translate young adult needs and interests into effective library services and programs
6. Maintains awareness of new developments and trends in the field through professional journals, workshops and conferences, and professional networking
7. Ability to diffuse patron complaints and handle security issues
8. Ability to define problems, collect data, establish facts and draw valid conclusions

9. Comfortable implementing programs, building community relationships and speaking before large groups
10. Must be self-motivated and in possession of excellent critical thinking skills and be able to exercise initiative and independent judgment
11. Excellent community engagement skills, especially with teens
12. Ability to work in a collaborative, dynamic, fast-paced environment
13. Excellent organizational and time management skills
14. Embraces change in work environment, procedures and services
15. Highly responsive and has clear oral and written communication skills

PREFERRED QUALIFICATIONS

1. Public library experience
2. Masters in Library Science
3. Experience with project and process management
4. Experience training and supervising volunteers

PHYSICAL DEMANDS

1. Ability to sit and use computer for extended periods and operate standard office equipment
2. Ability to lift and move up to fifty (50) pounds
3. Ability to push book trucks with up to 150 pounds of materials on them
4. Ability to perform repeated reaching, bending and squatting
5. Travel by automobile is required frequently

WORKING CONDITIONS

1. Majority of work performed in library environment and East Lansing community
2. Requires availability for extended hours as needed
3. Requires evenings and weekends
4. Requires periodic participation and attendance at events and training

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with position and is subject to review and change at any time in accordance with the needs of The East Lansing Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.

APPLY: East Lansing Public Library

Attention: Jen Amormino, Executive Assistant to the Director

950 Abbot Road

East Lansing, MI 48823

Jamormi@cityofeastlansing.com

Please submit an application, resume and cover letter. The General Employment Application can be found at <https://www.cityofeastlansing.com/216/How-to-Apply>

DEADLINE: Open until December 11, 2018 at 5:00 PM

EAST LANSING IS AN EQUAL OPPORTUNITY EMPLOYER. THIS POSITION REQUIRES A BACKGROUND CHECK