**Petoskey and Boyne District Libraries**

**Job Posting**

**Teen & Tween Services Librarian**

Are you a librarian ready for an exciting challenge? Do you relate well with teens and enjoy teen literature? Do you have dozens of surprisingly wonderful ideas that you can’t wait to implement? Yes? We may have the job of your dreams. The Petoskey and Boyne District Libraries are seeking a person who will devise innovative, enriching programs that will interest teens. The Teen/Tween Services Librarian is a shared full-time position between the Boyne and Petoskey District Libraries. The Teen/Tween Services Librarian will spend 20 hours per week at each location.

**Duties:**

* Plan, promote and preside over library programs and activities for kids aged 12 - 18.
* Collection development duties for the teen & tween collection, including selection, processing, cataloging, and weeding
* Involve young adults in planning and implementing services for their respective age groups
* Instruct young adults in the basic information gathering and research skills needed for current and future use
* Work with community groups and schools to ensure and continue a positive library image and to promote young adult use of the library
* Create an appealing environment that attracts and invites young adults to use the collection and library resources.
* Provide reference, reader’s advisory, and circulation services from public service desks
* Monitor the condition and security of the teen area
* Communicate regularly with Library Director and staff
* Attend staff meetings as needed
* Responsible for knowing and following the library policies and procedures
* Perform related work as required

**Qualifications:**

* Accredited Master’s degree in library / information science or equivalent.
* Experience working with older children and/or teens
* Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public and other employees.
* Interest in and familiarity with young adult literature
* Ability to plan and execute innovative and fun programs efficiently and creatively.
* Ability to work collaboratively with library staff and community organizations.
* Ability to understand and follow oral and written instructions and carry them out independently.
* Knowledge of gaming
* Demonstrated knowledge of and proficiency in current and emerging technologies
* Ability to explain technology concepts in basic terms to those with various skill levels
* Ability to change work priorities as needed.
* General knowledge of computers, second party software, library applications, and Web applications
* Physical ability and mobility to stand, walk, bend, stoop, reach sit, twist, and lift up to 40 lbs.

**Compensation:** The position offers a competitive salary with the successful candidate’s experience and an attractive benefits package.

For further information inquire by email or phone to Petoskey District Library. To start the application process, send a cover letter and current resume as Word or PDF documents to Valerie Meyerson at [vmeyerson@petoskeylibrary.org](mailto:vmeyerson@petoskeylibrary.org?subject=Teen/Tween%20Position%20) by 10:00 AM, Monday, April 13.