

Ridgefield Library Association

Job Title: Teen Services Librarian

Reports to: Adult Services Department Head

Purpose:

The Teen Services Librarian supports the successful operation of the Library by providing direct service to the public and by maintaining and developing Library resources and materials for students in grades 6-12 and their families. The Teen Services Librarian contributes to Library operations by maintaining a supportive work environment and upholds the mission, vision and values of the Ridgefield Library. This position operates under the direct supervision of the Adult Services Department Head and is also expected to use independent judgment.

Duties & Responsibilities:

- Regularly scheduled for duty at the Ellis Family Teen Center and Adult Services public service desks, maintaining a professional demeanor in all interactions
- Provides exemplary reader's advisory and reference services to teens and adults
- Assists and instructs teens and adults in the use of Library equipment and resources
- Responsible for the development and management of the collection in the Ellis Family Teen Center, in collaboration with the Adult Services Department Head
- Responsible for developing and implementing programming for teens, including the Library's Teen Advisory Group (TAG), the Summer Reading Program for teens and year-round STEAM activities for tweens and teens
- Responsible for outreach to local schools and organizations serving grades 6-12
- Keeps informed of trends in teen materials and resources, library services and issues affecting teen patrons. Provides leadership in staff training and awareness on serving teen patrons
- Ensures and models the equitable enforcement of all Library policies.
- Responsible for monitoring the Teen Center and other public areas of the Upper Level of the Library, maintaining a safe and welcoming environment
- In collaboration with Adult Services Department Head, monitors teen collection and programming spending and ensures that Teen Services operates within budget guidelines. Advises on current and future Teen Services budget needs
- Collects and maintains Teen Services usage statistics and outcome measures
- Actively participates in local and regional professional networks and educational activities
- Updates and maintains Library website content as assigned
- Creates promotional materials, social media posts, displays and other items in accordance with Ridgefield Library standards

- Serves as Library Administrator-in-Charge on a regularly scheduled basis
- Oversees any volunteers assigned to Teen Services
- Assists with special projects and performs other duties as assigned

Knowledge & Skills:

- Commitment to welcoming and serving all patrons
- Superior knowledge of teen literature and resources, print and online
- Superior knowledge of the creation and provision of public library programming for teen-aged patrons
- Superior knowledge of databases available to public library users
- Strong technical skills, including equipment and systems in an office environment
- Ability to learn, adhere to and enforce all Library policies and procedures
- Ability to communicate effectively
- Ability to work independently and as a team member
- Ability to learn and use Library technology and equipment
- Commitment to Ridgefield Library policies, mission, vision and values.
- Commitment to American Library Association Code of Ethics.
- Ability to deal tactfully, courteously, and effectively with patrons of all ages and with other employees
- Knowledge of public library terminology and processes

Physical Requirements:

- Ability to lift up to 40 pounds
- Ability to push and pull carts weighing up to 80 pounds

Qualifications:

- MLS or equivalent combination of education and experience. Education and/or experience must demonstrate possession of knowledge, skills, and abilities listed above.
- Experience serving tweens, teens and emerging adults
- Available to work evenings and weekends as assigned