



Teen Services Librarian

Employment Status: Part-time (32 hours per week)

Starting Wages: \$18.72 /hr.

Reports to: Library Director

Job Description:

Part-time position available for an energetic, team-oriented Teen Services Librarian with a strong commitment to public service. This employee provides library service and programming for young adults ages 10-18. The candidate must be able to work on a flexible schedule as weekly scheduling is heavily dependent on library programming and will include regular evenings and weekends.

Benefits:

The position includes medical benefits, paid time off (PTO), and paid holidays. The employee may also opt in to the library's simple IRA retirement plan.

Responsibilities:

- Design, promote, execute, and evaluate:
 - Library programs and special events for youth ages 10-18
 - Outreach/visits to local school district monthly during school year and community venues as needed
- Collect statistics on programs and attendance, and complete related reports as necessary
- Collaborate with partners in local school district, community, and other libraries on programming and other activities
- Maintain public calendar for programming
- Coordinate and supervise teen volunteers
- Develop and maintain teen collections
- Provide reference and reader's advisory service
- Develop promotional materials, including content creation for library's social media/webpage
- Participate in continuing education opportunities and professional development

Other Duties as Assigned:

- Manage the Teen Services budget
- Maintain current knowledge of teen library materials, resources, and services
- Collaborate with other staff on library projects and events
- Assist with grant applications and administration



- Assist with fundraising activities
- Perform Circulation Desk duties
- Perform other duties as assigned

Qualifications:

- Demonstrated commitment to customer service
- Excellent interpersonal and communication skills
- Ability to establish and maintain effective working relationships with staff and public
- Ability to multitask
- Knowledgeable about children's, young adult, and adult resources in all formats
- Demonstrated experience with computers and technology, including but not limited to Microsoft Office, Google productivity tools, Canva, and various social platforms (Discord, Facebook, Instagram TikTok, YouTube, etc.).

Requirements:

- Bachelor of Arts/Bachelor of Science degree in a related field (education or the arts) **OR** an equivalent combination of higher education
- Experience working with youth
- Evening and weekend availability

Organization Background:

Bridgeville Public Library is located in Bridgeville Borough, a small-town community in Allegheny County, Pennsylvania, about 13 miles southwest of Pittsburgh. The library serves a population of over 4,800 with year-round programs for all ages.

Bridgeville Public Library is an Equal Opportunity Employer and will make reasonable accommodations to assure access to all people. New hires are subject to fingerprinting and a background check upon acceptance of an offer of employment. There will be a 90-day introductory period.

Applications accepted until the position is filled.

Please send a resume, cover letter, and three professional references to:

Erin Weaver, Director (*she/her*)

Bridgeville Public Library

505 McMillen Street

Bridgeville, PA 15017

email to: weavere@bridgevillelibrary.org (preferred)