

## **Teen and Young Adult Services Librarian      Full Time**

The Teen and Young Adult Services Librarian delivers library services and programs focused on recreation, enrichment, academic support, and workforce development for teens and young adults aged 13-24, including those with diverse backgrounds and abilities. The librarian works closely with teens and young adults to provide tailored services and resources and is responsible for decision-making regarding collection development and other library-based tasks. This position emphasizes independent and collaborative work to provide all customers with the highest level of service. The librarian will also guide and support teens and young adults as they explore digital media and library resources, aiming to foster lifelong learning and success. **General schedule hours are 10 am – 6 pm Monday through Thursday, and 9 am – 5 pm on Fridays. Hours also include occasional evenings and weekends based on organizational needs.**

### **RESPONSIBILITIES INCLUDE:**

#### **Program Development & Delivery**

- Uses a connected learning approach to design and deliver programs, classes, and events that provide recreational, enrichment, academic, and workforce development opportunities for local teens and young adults. Develops and implements library programs and services that meet the diverse needs of young adults and provides ongoing evaluation to ensure effectiveness.
- Teach information gathering, research, and digital literacy and AI literacy skills to teens, young adults, and caregivers, leveraging community experts, coaches, and mentors to enhance programming and meet the needs and interests of young adults.
- Promotes the value of public libraries and the library profession to the public while coordinating the daily activities of staff and volunteers assigned to teen services. Takes a leadership role in developing, implementing, and evaluating the overall teen services program, using creative approaches to promote library services and the profession.
- Collaborates system-wide with Youth and Family Service Librarians to create and deliver teen and young adult programming.

#### **Customer Engagement**

- Regularly assesses the community's needs to identify the specific needs of teens and young adults and develops tailored services and programs to meet those needs. Provides friendly and prompt assistance to all patrons regarding library materials, equipment, and services.
- Provides excellent customer service to all library users, ensuring a safe and secure environment for staff and patrons. Takes necessary steps during building emergencies. Represents the mission, vision, and values of the Hartford Public Library positively to the public and staff.
- Identifies and supports youth ready to transition to YOUmedia and Teen and Young Adult services.
- Identifies and assists teens preparing to transition from YOUmedia to college or career pathways.
- Guides and mentors both youth and teens ready to transition to YOUmedia and to college or career pathways.

## **Partnerships & Outreach**

- Develops and maintains relationships with schools, community groups, agencies, and non-profits that serve teens and young adults to plan and deliver programs and services that meet local teen and young adult needs and interests.
- Acts as a liaison to assigned schools under the Boundless partnership with Hartford Public Schools to coordinate library resources and services to support student learning and success.
- Participates in community activities and meetings to build awareness of library services and engage with community partners. Maintain contacts with organizations and library customers to improve understanding of their needs and interests and to promote library programs and services that fulfill them.
- Attends regular networking meetings.

## **Collection Acquisition & Utilization**

- Curates a collection of relevant print and digital resources that cater to the unique interests and needs of local teens and young adults. Collaborates with teen and young adult patrons to curate digital resources and special collections based on their interests and needs.
- Develops and implements innovative strategies to promote library resource awareness among customers and evaluate strategy effectiveness.

## **EDUCATION REQUIREMENTS/QUALIFICATIONS:**

- A Master's Degree in Library and Information Sciences from an ALA-accredited institution is required.
- Candidates currently pursuing an M.L.I.S. degree or willing to earn within 2 years will be considered. –
- Two or more years of professional experience in a library setting, with supervisory or administrative experience preferred.
- Experience working for and with young adults (ages 13 to 24).
- Access to reliable transportation is required.

## **PHYSICAL DEMANDS / WORK ENVIRONMENT**

- Ability to continuously bend, twist, stoop, reach, and pull.
- Ability to maintain composure in everyday, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Able to walk, sit, and stand for extended periods.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus

Other duties as assigned.

- The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

## **What we offer employees:**

Hartford Public Library offers part-time benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- Paid vacation time - prorated based on part-time status. Example: Average 25-hour work week will

accrue approximately 1.28 hours per pay period.

- Paid sick time – prorated based on part-time status. Example: Average 25-hour work week will accrue approximately 3 hours per pay period.
- Mental health support through the Employee Assistance Program (EAP)- first 3 sessions at no cost to the employee.
- Paid professional development, continuing education and staff engagement opportunities.
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of a staff-led DEI Road Map.

### **What we offer the community:**

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating and engaging spaces where people can learn and discover, explore their passions and find a rich array of resources that contribute to a full life.

We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia teen spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio and video collections

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference **Teen and Young Adult Services Librarian** in the subject line of your email.

**Hiring Range:** \$57,628.74 - \$60,743.80 DOE

**Hartford Public Library is an Equal Opportunity Employer.**