

Teen Programming Assistant – 2 Vacancies

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience in the 21st Century with services designed for and by a diverse and dynamic city and region. With seven locations throughout the city, HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. www.hplct.org.

The **Teen Programming Assistant** is responsible for providing library service and programming for and with teens (ages 13-19) and those who work with teens. The Teen Programming Assistant will guide youth as they explore digital media and library resources. This position ensures the highest level of service is provided by staff to all customers. This position is supervised by the Branch Manager as well as the Teen Services Department and works in collaboration with the Youth and Family Services Librarian at the branch.

Responsibilities include:

Programming and Outreach

- Adopting a connected learning approach to presenting programs, classes and events for and with teens so that they educate, inform and inspire. Working in collaboration with Youth and Family Services Librarians, plans, implements and evaluates library programs and services which fulfill the diverse educational, recreational and personal needs of local teens.
- Conducting regular community needs assessments to identify teen needs, in order to create tailored services and programs to address identified needs.
- Instructing teens and caregivers in information gathering and digital literacy skills. Leveraging community experts, coaches and mentors for services and programs in order to meet teen need and interests. Adopting a community engagement mindset and develops and maintains effective relationships with schools, community groups, agencies and non-profits that target youth in order to plan and deliver programs and services that meet local teen needs and interests.

Customer Service

- Providing prompt, courteous and direct assistance to all patrons with basic information regarding use of library materials, equipment, and services.
- Providing welcoming customer service to all customers. Ensures safe conditions for staff, public and building operation. Takes appropriate action in building emergencies.

- Positively reflects Hartford Public Library's mission, vision, and values to staff and the public.

Education and Experience/Qualifications

Required

- High School Diploma required; Bachelor's degree preferred
- At least one-year experience in working directly with teens (ages 13 to 19) from diverse backgrounds
- Access to reliable transportation
- Knowledge of developmental, recreational and educational needs of young adults.
- Experience using social media technology

Preferred

- Bi-lingual
- Knowledge of current trends in library services for and with young adults. Knowledge of standard library procedures, current information technology, Internet and database search capabilities. Knowledge of connected learning and ability to design programs that embed connected learning principles.
- Cultural competence skills. Strong commitment to working in a team environment is required.
- Ability to prioritize and complete multiple tasks, and meet program deadlines. Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, and the public.
- Knowledge of Trauma Informed Practices

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **Teen Programming Assistant** in the subject line of your email. Resumes will only be accepted by email.

Newly hired employees of the Hartford Public Library must present proof of receipt of a COVID-19 vaccination and may not begin employment at the Library until proof of vaccination (two doses of either the Pfizer or Moderna vaccines or one dose of the Johnson & Johnson vaccine). Booster vaccinations may be required in the future. The Library may consider exemptions for prospective employees who cannot become vaccinated due to a qualifying medical condition or a sincerely held religious belief. Candidates who receive a conditional offer of employment and who seek a medical or religious exemption to the Library's vaccination policy will be provided with additional instructions at the time of the conditional offer. Testing requirements and/or additional PPE requirements may apply to unvaccinated employees.

Schedule: Monday – Thursday 1-6, Friday 12-5, Occasional Weekends

Hiring Range: \$15 - \$17 DOE

Hartford Public Library is an Equal Opportunity Employer.