

YOUmedia Mentor**Part Time**

The YOUmedia Mentor at YOUmedia Hartford is an instructor, artist, and technologist who guides teens and young adults (ages 10-29) with exploring digital media and library resources. The Mentor plans and leads workshops and project groups in arts and digital media, troubleshoots technological difficulties, and assists with program implementation. The role requires arranging showcases of student work, staying up to date with emerging technologies and trends, and managing supplies in YOUmedia work areas. The YOUmedia Mentor plays a critical role in ensuring excellent service to all customers and meeting the community's needs. This is a part-time role working up to 25 hours per week. Schedule is typically 1pm – 6pm Monday thru Thursday, and Fridays 11am – 5pm. Some evenings and/or weekends may be required on occasion.

RESPONSIBILITIES INCLUDE:**ESSENTIAL FUNCTIONS:****Plan**

- Identifies technology- and tactile-based learning goals and objectives.
- Designs lesson plans and instructional materials that incorporate technology and tactile tools and resources.
- Creates and maintains a technology- and tactile-rich learning environment that supports patron engagement and achievement.
- Evaluates the effectiveness of technology and tactile integration strategies and modify plans as needed to meet patron needs.

Assist

- Provides individual and group support to patrons in using technology and tactile tools and resources.
- Models best practices for technology and tactile integration in YOUmedia.
- Troubleshoots technology-related issues and provides solutions to patrons.
- Fosters patron independence and self-directed learning through the use of technology tools and resources.

Showcase

- Creates opportunities for patrons to showcase their technology and tactile skills and achievements, such as technology fairs or online portfolios.
- Highlights innovative and effective uses of technology through presentations and demonstrations.
- Promotes student digital citizenship and responsible use of technology.

Professional Development

- Attends workshops, webinars, and other professional development opportunities to enhance your own skills and knowledge.
- Stays current on emerging trends and best practices through ongoing professional development.

Perform 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.

EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- Bachelor's Degree required. Working toward a Bachelor's Degree will be considered.
- Experience working with teenagers is required, with demonstrated sensitivity and commitment to their needs.
- At least one year of teaching experience in digital media and a minimum of one year of professional experience

in a related technological field.

- Proficiency in various digital technologies is required, including music production, video production, graphic design, photography, game design, fashion design, and Makerspace activities. Proficiency in more than one of these disciplines is strongly preferred.
- The candidate should have experience using social media technologies such as Facebook, Twitter, YouTube, etc.
- Proficiency in the Microsoft Office suite of products is required.
- Access to reliable transportation is required.
- Experience in arts areas such as spoken word, rap, musical composition, painting, sculpture, collage, animation, cinema, theater, creative writing, and/or other areas preferred
- Previous library experience is strongly preferred
- Experience in designing course curriculum within a technology setting is preferred
- 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, etc.
- Solid written and verbal communication, listening, organization and priority setting skills
- Ability to provide welcoming and effective customer service.

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 3.23 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 and reference **YOUmedia Mentor** in the subject line of your email. The deadline to apply for this role is Tuesday, October 8, 2024. Resumes will only be accepted by email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommends and encourages all employees to receive vaccinations. Vaccinations have proven to be an effective measure in preventing the spread of the virus and protecting individuals from severe illness. We are committed to safeguarding our workplace and community. While COVID-19 vaccinations are recommended, vaccinations are not required at this time.

Appointment Rate: \$ 20.8728

Hartford Public Library is an Equal Opportunity Employer.