



Teen Services Librarian

The Teen Services Librarian provides library service and programming for and with young adults (13 – 19) and those who work with young adults in collaboration with the Teen Services Coordinator, Youth and Family Service Librarians, and the YOUmedia Manager. This position is responsible for decision making of the library-based services and tasks, including collection development, and will guide youth as they explore digital media and library resources. The Teen Librarian will develop and implement an intake process that determines academic and enrichment needs for youth aging out of Youth Services and entering YOUmedia. The Teen Services Librarian will also prepare teens aging out of YOUmedia for the first-year college experience and recommend potential career pathways. The Teen Librarian will also supervise and monitor teens in the teen collection area and develop suitable programming. The position will require activity on all three floors of the library, as well as support services to the Youth Service Librarians at all branches. This position also assists with routine library duties such as checking materials in and out, creating library cards, assisting with reference questions and reader's advisory. May be asked to supervise staff in the absence of branch or senior manager. Required time on the public service desk each day. Works 37.5 hours each week requiring one evening a week, Saturdays in rotation, and a few Sundays a year. This position ensures the highest level of service is provided by staff to all customers. Responsibilities include:

Program Development and Delivery

- Adopts a connected learning approach to presenting programs, classes and events for and with teens so that they educate, inform and inspire. Plans, implements and evaluates library programs and services which fulfill the diverse educational, recreational and personal need of local teens.
- Instructs teens and caregivers in information gathering, research skills and digital literacy skills. Leverages community experts, coaches and mentors for services and programs in order to meet teen need and interests.
- As opportunities arise, educates the public about the value of public libraries and the profession. Creatively promotes library services and the profession. Coordinates daily activities of staff and volunteers assigned to teen services. Takes a leadership role in developing, implementing and evaluating the overall teen services program.
- Works with Youth and Family Service Librarians across the system to develop and deliver teen programming system-wide.

Partnerships and Outreach

- Adopts 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.
- Serve as liaison to assigned schools under the Boundless partnership with Hartford Public Schools.

- Participates in community activities and meetings. Maintains contact with organizations and library customers in order to interpret the services and objectives of the library.

Customer Engagement

- Conducts regular community needs assessments to identify teen needs, in order to create tailored services and programs to address identified needs. Provides prompt, courteous and direct assistance to all patrons with basic information regarding use of library materials, equipment and services.
- Provides welcoming customer service to all customers. Ensures safe conditions for staff, public and building operations. Takes appropriate action in building emergencies. Positively reflects Hartford Public Library's mission, vision and values to staff and the public.
- Identifies and works with youth ready to transition to YOUmedia and Teen services.
- Identifies and works with teens preparing to age out of YOUmedia for college or career pathways.

Collection Acquisition and Utilization

- Ensures the library's collections include relevant print and digital resources aimed at the specific interests and needs of the teens in the community. Curates content, including digital resources and special collections, for and with teen patrons, based on teen needs and interests.
- Develops and implements new strategies and methodologies to increase customer awareness of library resources and monitors the results achieved.

Secondary Functions

- Other duties as assigned. The duties listed above are intended only 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.

Requirements:

- Master's Degree in Library Science or Master's Degree in Library and Information Science from an ALA accredited institution required. Currently pursuing an MLS/MLIS will be considered.
- Must have knowledge of the developmental, recreational, and educational needs of young adults. 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. Knowledge of best practices in teen services, including guidelines and standards published by ALA, YALSA and other recognized organizations. Knowledge of best practices in community assessment and engagement. Knowledge of effective practices in evaluation and outcomes measurement.
- Must be proficient with using social media technology (i.e. Facebook, Twitter, YouTube, Twitch, Discord, Tiktok, Snapchat etc.) is required. 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.

- Ability to create clear and concise reports, and to deliver them orally to a wide variety of audiences. Ability to deal effectively with elected officials, and other public constituencies.

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **Teen Services Librarian** in the subject line of your email.

Hartford Public Library is an Equal Opportunity Employer.