



## **YOUmedia Manager**

The Hartford Public Library seeks a YOUmedia Manager to oversee, advise and direct a team of mentors as they deliver curriculum driven, virtual and in-person technology programs for teens and young adult customers. Responsibilities include:

### **Outreach, Programming & Partnerships**

- Create, coordinate, and evaluate library-based outreach programs for teens and young adult patrons that are aligned with their personal, professional, or academic interests and needs and the Library's mission.
- Lead and assist mentors in delivering a curriculum and diverse set of program offerings for teens and young adults that fulfill YOUmedia technology themes and the Connected Learning framework.
- Coordinate school partnerships and pilot programs to advance the YOUmedia model.
- Periodically visit area high schools to promote services and programs.
- Assist in implementation of system wide strategic initiatives including special partnerships, programs, and grant-funded opportunities.

### **Resource Acquisition & Utilization**

- Recommend, maintain, and evaluate a technology-focused collection for teens in print and non-print materials including books, periodicals, digital materials, tools, equipment, software, games and consumable supplies.
- Evaluate and recommend new technologies and tools. Support staff skill acquisition related to newly adopted technology, procedures, and practices.
- Support an ongoing curriculum and software development process including content review, testing functionally, need-alignment, and a variety of feedback processes.
- Evaluate existing space design and recommend modifications in layout to encourage customizable, varied learning experiences for youth.

### **Staff Supervision**

- Participate in interviewing and selecting YOUmedia Mentor job applicants. Facilitate the orientation, training, and evaluation of staff mentors. Assign work and conduct staff meetings.
- Maintain records and prepare statistical reports as requested monthly, quarterly, and annually. Assist with supervision of YOUmedia mentors.

### **Public Service**

- Assist with providing reference services and readers advisory for bibliographic and technical inquiries to diverse teen populations. This includes offering book discussions, creating book displays, running research workshops, checking items in and out, creating library cards, and processing materials.
- Sustain a robust social media presence to further share information, resources, opportunities, youth work, and interest-oriented content. Recognize social media as an extension of library public service and use it as a tool for communicating, building relationships, sourcing information, and enhancing existing library.

### **Secondary Functions**

- Perform other duties as assigned. The duties 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.

### **QUALIFICATIONS:**

#### **Required**

- Bachelor's Degree required.
- A minimum of two years of experience working with teens.
- Two to four years of digital learning design and instruction experience.
- Must be proficient in at least one form of digital media production and interested in learning new tools.
- Solid knowledge of trends in print and digital library resources for teen patrons.
- Must be proficient with using social media technology (i.e. Facebook, Twitter, YouTube, Instagram, Snapchat, TikTok, Twitch, Discord) and solid working knowledge of interactive programs for services for teens (i.e. digital photography, music production, podcasting, graphic design, and virtual reality).
- Must be proficient with MS Office Suite, Google Suite, Adobe Suite, and Canva.
- Must have the ability to work with a diverse population and effectively provide excellent customer service to a large number of customers simultaneously.
- Must have the ability to work independently and in a team environment; possess solid written and verbal communication.
- Strong organizational, multi-tasking and prioritization skills required.
- Must have strong networking, facilitation and outreach skills.
- Schedule will include evening and weekend hours as needed.

#### **Preferred**

- Master's in Library Science, Education, Counseling, Social Work, Human Development and Family Studies preferred.
- Supervisory experience.
- Previous library experience highly desirable.
- Second language skills.
- Experience with coordinating volunteer and/or contract workers preferred.

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

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