

**Warren Library Association
Position Description**

DEPARTMENT: Teen Services

POSITION TITLE: Teen Services Assistant

SUMMARY: Seeking a highly motivated and technology savvy individual to serve as a Teen Services Assistant. The Teen Services Assistant acts as a mentor and connects teens to resources and opportunities that reflect their interests, responds to their needs within diverse and changing communities, and empowers them to be builders of their own future.

QUALIFICATIONS: High school diploma or its equivalent. Bachelor's degree preferred. Desire to spend quality time with teens required.

KNOWLEDGE, SKILLS, AND ABILITIES: Excellent customer service skills; Enthusiastic learner; Willing to try new things and learn new skills; Adept at social media and computer use; Ability to work in a team or independently; Pays attention to detail; Ability to communicate effectively during face-to-face, written, or oral interactions; Passion for engaging the community in a positive way. Experience with digital creation, operation of Apple products/apps, and knowledge of gaming consoles is preferred.

REPORTS TO: Teen Services Specialist

HOURS: 15-hour per week part-time position, primarily afternoons, evenings, and Saturdays.

RESPONSIBILITIES:

1. Developing rapport with all teens in the community in order to fulfill their informational and recreational needs, which includes job readiness, readers' advisory and more.
2. Supervision of the Teen Space: Paying attention to the space and what's going on in it; addressing troubling behavior, language, and conversations; getting to know patrons and their interests
3. Programming: assisting with programming ideas, planning, set up, clean up, and supervision; running some programs; knowing and being able to talk about programming schedule with patrons
4. Book Displays: monthly or bimonthly rotation of the main display, including seasonal displays; swapping front facing books; making lists/flyers for the display and book binder
5. Other duties including keeping space clean, shelving books and shelf reading, and assisting the Teen Services Supervisor with any other duties as assigned.
6. Participating in appropriate continuing education opportunities and staff meetings as required.

CONDITIONS OF EMPLOYMENT:

- a. The selected candidate will be pre-employment required to obtain, at their own expense, 3 forms of clearance, including PA State Police Criminal History Record Check; PA Child Abuse History; and FBI Criminal History Background Check including finger printing. If all clearances pass, the library will reimburse your fees after 6 months of employment.

- b. Must possess a valid driver's license and have access to a vehicle.
- c. Working Conditions and Physical Demands: The physical demands described below are representative of those that must be met in order to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - i. While performing the duties and responsibilities of this position, the employee is regularly required to speak and hear at a conversational level, use hands to handle objects, stand or sit for long periods of time, lift and/or move up to 10 pounds, reach, stoop, kneel or crouch. The employee is frequently required to lift and/or move up to 25 pounds and traverse stairs. Occasionally, the employee is required to lift and/or move up to 30 pounds

Disclaimers

Job description statements are intended to describe the general nature and level of work being performed by employee assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

November 2024