

Young Adult Services Director and General Circulation Assistant

Harrisburg District Library, Harrisburg, Illinois

Details:

- *Full-time, 35 hours per week
- *IMRF, vacation, and sick days
- *Flexible schedule including evenings and weekends
- *Salary beginning at \$15.50 per hour

Job Description:

The Young Adult Services Librarian at the Harrisburg District Library plans and presents diverse and innovative programs for teens (typically ages 12-18); provides reference and reader's advisory services; and selects and maintains collection materials. A creative, energetic, and team-oriented individual who helps foster a love of reading and learning among library users, especially teens. Responsible for providing a welcoming library environment for teens, as well as collaborating with schools and community organizations to enhance the library's impact on their educational and social development.

Young Adult Services Duties:

- *Designs and implements engaging educational and recreational programs for teens and young adults, including the Summer Reading Program, reading challenges, crafts, games, and presentations
- *Researches, selects, and orders materials for the young adult collection, and stays informed of popular books, series, and authors in order to assist teens with readers' advisory
- *Manages content for the displays in the Young Adult Corner
- *Develops and maintains effective relationships with schools, community groups, agencies, and nonprofits that serve youth in order to plan and deliver programs and services that meet local needs and interests
- *Serves as Project Next Generation (PNG) grant leader: researches & plans lessons, purchases supplies, and applies for and manages the grant
- *Facilitates and leads the Teen Advisory Board (TAB)
- *Prepares a monthly report for the Library Board of Trustees
- *Works collaboratively with other library staff to develop plans and initiatives that support the library's mission and goals
- *Continually seeks and finds ways to promote the library's youth services
- *Perform other responsibilities and duties as assigned, as related to the position

General Circulation Duties:

- *Performs clerical duties common to a library environment, such as issuing library cards, collecting fines, answering the telephone, checking out and renewing materials, shelving library materials, scheduling meeting rooms, assisting with the copy machine, etc.
- *Provides exemplary customer service to patrons by answering directional and reference questions, providing readers' advisory services, locating materials, processing hold requests, monitoring behavior of library patrons, and ensuring that the library is pleasant, inviting, neat, and safe

- *Develops a working knowledge of library materials, services, and policies
- *Offers prompt, courteous assistance to patrons with basic information needs regarding the use of library materials, equipment, and services
- *Reads book reviews to maintain a current awareness of new publications
- *Greet visitors to the library and provides friendly, high-quality customer service to patrons of all ages and backgrounds
- *All other duties as needed or as assigned

Knowledge, Skills, & Abilities:

- *Experience working with teens
- *Ability to develop and implement programs and services for tweens and teens
- *Excellent interpersonal, writing, and communication skills
- *Demonstrated ability and enthusiasm for public service
- *Ability to work as part of a cohesive team, including supporting and assisting coworkers, contributing ideas, and maintaining flexibility
- *Ability to identify and translate young adult needs and interests into effective library services and programs
- *Ability to work independently
- *Strong organization skills with the ability to manage multiple tasks and responsibilities and meet deadlines
- *Ability to engage with young adults, parents, and teachers with warmth, energy, and humor

Qualifications:

- *Associates degree required; Bachelors degree preferred
- *Experience working with teens (ages 12-18) required
- *Energetic, engaging, and outgoing
- *Familiarity with teen culture and current reading trends, or willingness to become familiar with
- *Ability to handle challenging or fast-paced environments
- *Enthusiasm for working with teens
- *Strong problem-solving skills
- *Flexible schedule availability, including evenings and weekends
- *Knowledge of computers, mobile devices, Google Drive, Microsoft Office, Windows, and electronic information resources, including the Internet and Internet browsers.

Understanding:

The duties listed above are intended only as illustrations 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, related, or a logical assignment to the position.