



Teen and Youth Program Coordinator

Full-time (37.5 hrs/week)

Salary: \$41,000 - \$45,000 (depending on education and experience)

Basic Qualifications

Required: Familiarity with children and/or teen literature; Knowledge of different learning styles for children and teens; Previous experience working in a library, planning programs, and/or working with youth.

Preferred: Previous library experience planning programs for children or teens; Bachelor's degree. A master's degree in library science is a plus.

Nature of Responsibility

Under the supervision of the Library Director, this role is responsible for independently organizing, planning, and implementing library programs and services for teens and youth in alignment with CPL's strategies. This employee is a member of the supervisory team, which involves regular library coverage and the ability to prioritize tasks. The work requires professional skill, enthusiasm, initiative, creativity, assertive communication, fluency with technology, and independent judgment.

Duties and Responsibilities

- Programming
 - Research, develop, plan, implement, and evaluate programs for a diverse teen and intergenerational audience that advance the libraries' strategic goals.
 - Serves as the Project Next Generation (PNG) Director.
 - Develop and lead STEAM programming incorporating hands-on technology projects.
 - Operate and maintain maker space equipment including 3D printers, laser cutters (Glowforge), and other emerging technologies.
 - Collaborates with the children's librarian on programs for tweens.
- Library Duties
 - Provide technology instruction including digital literacy, maker space equipment, creative software, and troubleshooting support for teen patrons.
 - Maintain and troubleshoot library technology equipment and maker space tools.
 - Participate as required in preparing the annual budget and grant applications.
 - Participate in library planning committees and attend library meetings.
 - Compile statistics and prepare reports.
 - Research best practices in teen programming and assist in interpreting general library policies and procedures.
 - Monitor the behavior and conduct of library patrons.
 - Provide some public service and circulation desk assistance.



- Marketing
 - Market teen programs through email, advertising, social media, and community networking.
 - Update teen events, blog, and other aspects of the library website.
 - Prepare teen programming marketing materials, brochures, booklists, displays, etc.
- Leadership & Teamwork
 - Supervise library operations and support staff on assigned evenings and weekends.
 - Work collaboratively with other library staff, community partners, and volunteers.
- Professional Responsibilities
 - Serve as the grant writer and administrator for the PNG grant.
 - Participate in continuing education, professional associations, statewide committees, and activities.
 - Stay informed of current trends and developments affecting libraries, teens, and the community.
- Other reasonable duties as required

Abilities, Skills, and Knowledge

General Library Skills: Considerable knowledge of the professional practices, procedures and techniques of library science; considerable ability to interpret library resources and services to the public and community in general; considerable knowledge of adult books and materials; considerable skill in conducting a reference interview and selecting appropriate resources; considerable knowledge of and ability to use reference tools; considerable customer service and user experience skills; and ability to access electronic information resources.

Programming Skills: Proficiency with maker space technologies (3D printing, laser cutting, electronics basics); ability to learn and teach emerging technologies; experience with creative software and digital design tools; strong troubleshooting and problem-solving skills for technology issues; considerable skill in assisting patrons with technology learning and use; considerable ability to develop and coordinate programs and marketing.

Leadership and Planning Skills: Considerable skill in leadership, supervision, planning, organization, and teamwork; considerable ability to communicate effectively orally and in writing; considerable ability to maintain discipline; considerable ability to establish and maintain effective working relationships with others.

Application Information

Applications accepted on a rolling basis until position is filled.

Please submit resume and cover letter to: Jennifer Robertson, Director

jrobertson@carbondalelibrary.org