

## TEEN SERVICES SPECIALIST

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**DEPARTMENT:** Teen Services

**DATE:** 04/14/15

**REPORTS TO:** Department Head, Specialists **CLASSIFICATION:** Non-Exempt  
Teen Services Coordinator

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**Objective:** Encourages junior high and high school students to become lifelong library users by helping them to discover what libraries offer, how to use library resources, and how libraries can assist them in actualization of their overall growth and development.

**Duties:**

1. Supervises the young adult area.
2. Enforces library's behavior policy with patrons, especially young adults after school.
3. Provides readers' advisory service to patrons interested in the young adult collection.
4. Assists the Teen Services Coordinator in planning and implementing teen programming.
5. Designs displays and handouts to promote the collections to young adults.
6. Instructs junior high and high school students in information and research skills.
7. Stays current with trends in teen literature and emerging technologies.
8. Implements customer service practices that encourage and nurture positive relationships between young adults and the library staff.
9. Performs other duties as assigned.

**Knowledge, Skills, and Abilities:**

1. Knowledge of young adult literature and adolescent development.
2. Knowledge of current reading, viewing, and listening interests of young adults.
3. Ability to work and communicate effectively with the public, specifically junior high and high school age patrons, teachers, and staff.
4. Knowledge of reader's advisory tools and techniques.

5. Knowledge of reference tools in both electronic and print format and reference interview techniques.
6. Knowledge of on-line library catalogs, on-line searching, and a variety of audiovisual equipment.

**Minimum Qualifications:**

Education: MLS from an ALA-accredited institution or working toward an MLS, with emphasis on courses working with Young Adults, including courses on young adult literature and services.

Technology: Competency in Microsoft Office software, competency with Apple products and creative software, & familiarity with technology popular with young adults

Experience: Prefer one year experience working with young adults (6<sup>th</sup>-12<sup>th</sup> grades) in a library, school, or other setting.

Prefer: Bi-lingual Spanish

Evening and weekend work required.

Access to transportation required.