

JOB DESCRIPTION

POSITION: Youth Services Teen Specialist (Floater)

LOCATION: Floating, based at the Mishawaka Library

CLASSIFICATION: 5

FLSA Status: Non-Exempt

HOURS OF WORK: Part-time/20 hours per week with multiple evening shifts and Saturday rotation

WAGE: \$22.00 per hour

BENEFITS: As specified in the latest edition of the staff handbook or as amended by the Board of Trustees.

DIRECT SUPERVISOR: Youth Services Coordinator

The purpose of this position is to serve as an energetic and creative team member of the Youth Services team, developing and executing programs for teens (ages 12-17) and assisting with additional youth programs as needed. Through scheduled shifts on the service desk, Youth Services members assist patrons in obtaining information and attaining reading enjoyment.

QUALIFICATIONS AND WORK SKILLS:

1. Bachelor's degree in a related field (education, communication, events/hospitality).
2. Experience working with youth.
3. Computer skills and ability to type accurately.
4. Ability to communicate and work well with younger patrons and MPHPL employees.
5. Ability to work independently and multi-task while exercising good judgment and decision making.
6. Ability to learn new skills and follow direction.
7. Ability to demonstrate creativity and maintain positivity towards peers and patrons.
8. Valid driver's license and reliable means of transportation.

RESPONSIBILITIES AND DUTIES:

1. Provide exceptional patron service, including assistance with:
 - Reference and research, reading guidance, computer operations, and general library information.
 - General collection and department maintenance, including shelving, collection development and mending.
2. Develop and implement new programs for teens (ages 12-17).

3. Assist or lead established teen programs.
4. Assist with crafts and displays.
5. Conduct class visits and youth-focused library tours.
6. Participate in professional development to remain informed of current trends, emerging issues, and best practices for serving teens in public libraries.
7. Perform other tasks as assigned to ensure efficient operations in Youth Services.

PHYSICAL REQUIREMENTS:

1. Ability to occasionally pull/push a cart with materials out of a dumbwaiter, elevator, or across the building from one work area to another.
2. Ability to occasionally lift and carry 20-30 pounds of materials from one work area to another.
3. Ability to frequently stand, bend, or stoop for a short period of time.
4. Ability, stamina, and balance to perform basic movements frequently. These movements could include squatting, bending and stooping, marching, turning in circles, and lifting arms overhead.
5. Ability to constantly sit for extended periods of time while keyboarding or typing.

Key:

Constant Physical Requirement: 67% or more of the day

Frequent Physical Requirement: 33-66% of the day

Occasional Physical Requirement: 0-32% of the day

Revised 09/2024