



### **Teen and Youth Services Librarian**

Employment Status: Part-time (32 hours per week)

Starting Wages: \$18.72 /hr.

Reports to: Library Director

#### **Job Description:**

Part-time position available for an energetic, team-oriented Teen and Youth Services Librarian with a strong commitment to public service. This employee provides library service and programming for young adults ages 10-18. The candidate must be able to work on a flexible schedule as weekly scheduling is heavily dependent on library programming and will include regular evenings and weekends.

#### **Benefits:**

The position includes medical benefits, paid time off (PTO), and paid holidays. The employee may also opt in to the library's simple IRA retirement plan.

#### **Responsibilities:**

- Design, promote, execute, and evaluate:
  - Library programs and special events for youth ages 10-18
  - Outreach visits to local school district and community venues
- Collect statistics on programs and complete related reports
- Collaborate with partners in local school district, community, and other libraries
- Maintain public calendar for programming
- Coordinate and supervise teen volunteers
- Develop and maintain teen collections
- Manage Teen Services budget
- Maintain current knowledge of teen materials and trends
- Take part in professional development opportunities

#### **Other Duties as Assigned:**

- Collaborate with other staff on library projects and events
- Seek out and complete grant applications
- Assist with fundraising activities
- Perform other duties as assigned



**Qualifications:**

- Demonstrated commitment to customer service
- Excellent interpersonal and communication skills
- Ability to establish and maintain effective working relationships with staff and public
- Ability to multitask
- Knowledgeable about children's and young adult resources
- Demonstrated experience with computers and technology, including but not limited to Microsoft Office and various social platforms (Discord, Facebook, Instagram, TikTok, YouTube, etc.)

**Requirements:**

- Bachelor of Arts/Bachelor of Science degree in a related field (education or the arts) **OR** an equivalent combination of higher education
- Experience working with youth ages 10-18
- Evening and weekend availability
- Library experience preferred

**Organization Background:**

Bridgeville Public Library is located in Bridgeville Borough, a small-town community in Allegheny County, Pennsylvania, about 13 miles southwest of Pittsburgh. The library serves a population of 4,800 with year-round programs for all ages.

*Bridgeville Public Library is an Equal Opportunity Employer and will make reasonable accommodations to assure access to all people. New hires are subject to fingerprinting and a background check upon acceptance of an offer of employment. There will be a 90-day introductory period.*

**Applications accepted until the position is filled.**

**Please send a resume, cover letter, and three professional references to:**

**Erin Weaver, Director (she/her)**

**Bridgeville Public Library**

**505 McMillen Street**

**Bridgeville, PA 15017**

**email to: [weavere@bridgevillelibrary.org](mailto:weavere@bridgevillelibrary.org) (preferred)**