

Schaumburg Township District Library

Job Description

Job Title: Teen Place Mentor
Department: Youth Department
Reports To: Teen Place Manager
FLSA Status: Non-Exempt
Classification: Library Staff 1

SUMMARY

The Teen Place Mentor is responsible for facilitating an after school technology club at the Library's branch locations. The Mentor is also responsible for providing leadership and guidance through planned activities and designed curriculum. The Mentor will instruct and demonstrate coding, programming, and design technologies, using their knowledge and experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist in developing and facilitating a technology-based curriculum and club activities for grades 4-8.
Teach computer coding, programming and 3D printing technologies.
Ensure the space is set up at beginning and cleaned up at the conclusion of club.
Promote Library programming, activities and opportunities for teens.
Compile statistics on club attendance.
Travel between Hoffman Estates, Hanover Park, and Central Branches of the Schaumburg Township District Library.

Other Duties

Represent the Library in a professional manner.
Treat all patrons and employees fairly and with an open mind; maintain patron and employee confidentiality.
Communicate problems that arise with supervisor or designee; particularly situations where patrons are not following Patron Code of Conduct.
Communicate clearly in English, either in person, on the telephone and in writing; maintain the ability and patience to understand and be understood by non-English speaking patrons.
Keep apprised of Library programs, policies and procedures, and building layout to most effectively assist patrons.
Maintain working knowledge of computer systems and technology needed in the position or as an employee.
Abide by the Standards of Excellence for employees, and the employment policies and procedures of the Library.
Cope with the stress of the job and get along with coworkers.
Attend meetings and training as required or requested.
Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Completed at least 2 years of high school education; and related experience or training; or equivalent combination of education and experience.

COMPUTER SKILLS

Ability to use workplace technology including email, internet, intranet, and Library database systems; and position specific technologies including 3D print design, coding and coding software and Adobe Editing Suite.

LANGUAGE SKILLS

Schaumburg Township District Library Job Description

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent, and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define and solve practical problems, collect data, and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Illinois Driver's License is required for this job.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and stand, walk, sit, and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds and push up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS