

## JOB POSTING

# TEEN COMMUNITY ENGAGEMENT LIBRARIAN

Schaumburg Township District Library is looking for an onsite Full Time (with benefits) **Teen Community Engagement Librarian** to join our team. We are looking for an energetic, competent and detail-oriented Teen Community Engagement Librarian to develop, facilitate, and evaluate programs and services for young adults. Our opportunity is for 37.5 hours per week to be scheduled during library hours; required to work some nights and weekends. The schedule is based on the needs of the library and could change if and when needed. The range for this position is starting with \$49,227.00 to \$61,534.00; based on skills and qualifications.

### Requirements For All Employees:

1. Ability to be a team-player and work pleasantly and effectively with all patrons, staff, supervisors, and others.
2. Ability to learn various job functions, perform them correctly, and understand the necessity in overall library operations.
3. Ability to independently function efficiently in a changing and varied environment with frequent interruptions.
4. Ability to exercise good judgment and focus on details.
5. Ability to follow all library policies and procedures.
6. Ability to demonstrate a commitment to incorporating principles of Diversity, Equity, and Inclusion into everyday work.

### Position Summary:

The Teen Community Engagement Librarian is responsible for building bridges between students, faculty, parents, and librarians of Schaumburg Township District Library through outreach services, volunteering, and advocating. The Teen Community Engagement Librarian is also responsible for creating programs and events that dovetail with school district initiatives and support the Library's mission, serving as the High School contact person, and promoting the Library and all of its services.

The Librarian is responsible for assessing and fulfilling the patrons' need for information or materials. The vital role of the Librarian is that of guidance, direction, and instruction. The Librarian may be responsible for weeding and adding to specific areas of the circulating collection and for satisfying public service requirements. The Librarian 2 focuses additional attention to managing a specialized area.

### Essential Duties and Responsibilities:

#### **Public Service**

- Promotes library materials and services to faculty members and students.
- Creates volunteer programming and coordinates volunteer requests from schools.
- Maintains regular contact with school librarians, and helps coordinate special events at the Library, schools, and other community organizations for middle, high school, and junior-college aged patrons.
- Represents the Library at District 54 and middle school and District 211 high school events.
- Coordinates student events at the Library, such as, art exhibits, music concerts or presentations, etc.
- Coordinates and promotes homework-help services, such as, Brainfuse HelpNow and arranging for additional study rooms reservations during finals.

- Develop and conduct tours, presentations, as well as off-site outreach.
- Coordinates the acquisition and micro-filming of district high school yearbooks.
- Create and implement teen-driven programs and services that meet the needs of our patrons, and evaluate impact and effectiveness through reports, outcome-based measures, survey data, patron feedback, and library programming objectives.
- Provide information, reference services, readers' advisory to a diverse population. Be a creative problem solver, who take responsibility to satisfy a patron's request.
- Assess patrons' needs effectively and efficiently, either in person, over the telephone, or in writing.
- Work with all age groups effectively.
- Instruct patrons in the use of the Library's reference tools and materials, the online catalog, and the internet.
- Give information, based on a primary source from a reliable authority.
- Serve as "Person in Charge" of Library, in the absence of director and department heads and when they are the senior person in the building.
- Work with other library departments to develop large scale intergenerational programs.
- Manage and complete special projects as requested.

### **Professional Development**

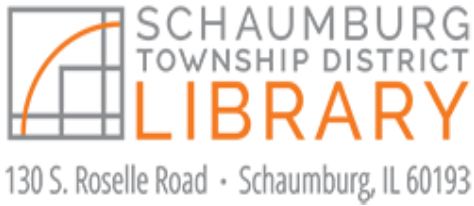
- Collection:
  - Develop, maintain and weed assigned collection.
  - Maintain working knowledge of the Library's reference tools and materials, the online catalog, internet resources, and social media.
  - Instruct patrons in the use of the Library's reference tools and materials, the online catalog, and the internet.
  - Maintain working knowledge of the Library's circulating collection.
- Community:
  - Stay informed about the names of officials, organizations, clubs, businesses, schools, social agencies, etc., in the greater Schaumburg area.
  - Keep apprised of popular trends inside and outside of the library world and apply best practices.
  - Keep apprised of the offerings of neighboring public and special libraries.

### **Other Duties**

- Maintain professional involvement in the library science industry.
- Refine or enhance reference skills by reading professional literature and attending seminars, workshops, and professional meetings.
- Represent the Library at regional and national professional meetings; attend meetings and training as required or requested.
- Stay informed of current trends, emerging technologies, issues and research in librarianship, teen development, education, and allied fields.
- Participate in library-wide committees and attend monthly meetings.
- Record and analyze statistics, and write reports as needed.
- Other duties as assigned.

### **Education and/or Experience:**

- Masters of Library Science (MLS degree) from an accredited ALA accredited university or school or comparable education, or, experience developing programs and services, preferably for the teen population.



- Working knowledge or word processing, spreadsheet, and database applications is required.

**The deadline to apply for the job posting is: June 30, 2022.**

If you are interested in applying for the Tween Community Engagement Librarian position, please follow this link to submit your resume <https://schaumburglibrary.recruitpro.com/jobs/223105-34409.html>

*Schaumburg Township District Library is an Equal Opportunity Employer*