

## **Teen Services Coordinator - Job posted September 2024**

Greenwich Free Library seeks a high-energy and creative person to coordinate services for patrons aged 12-18 and to support the after-school programming at the library. This is a part-time (approximately 16 hours per week) position. Starting hourly wage is \$16.25. Includes paid personal and sick time. The weekly schedule is Tuesday, Wednesday, Thursday, and Friday afternoons.

### **Primary Responsibilities:**

Under the supervision of the Library Director, and with support from our team, especially the Early Learning Program Coordinator, you will:

- Develop, implement, and maintain afternoon services for children aged 12-18
- Support existing after-school programming for all school-aged kids
- Provide reference and readers' advisory for youth patrons and their caregivers
- Help coordinate and/or attend offsite and outreach program sites, as needed
- Inform library patrons of library policy

### **Additional Responsibilities:**

- Help coordinate visiting authors, performers, and other outside programming
- Contribute towards juvenile and young adult collection development activities such as reading reviews, recommending library materials for purchase, weeding, and evaluating donation materials
- Engage in physically demanding tasks such as lifting or moving books and furniture
- Perform as-needed circulation desk duties
- Perform related duties as assigned
- Participate in professional development opportunities

### **Required Skills and Qualifications**

- Experience working with teens in the capacity of teacher, coach, counselor, or related role
- Sustained high energy and enthusiasm for youth and teen services
- Excellent customer service skills

### **Desired Skills and Qualifications**

- Knowledge of and interest in children's and YA literature
- Fluent use of social media to promote events and engage with patrons
- Experience working in a public library or related setting
- Associates Degree or higher, or equivalent work experience
- Ability to learn and use library automated systems

**The ideal candidate respects teenagers and feels comfortable in a role of authority. This candidate possesses strong customer service skills, and communicates well both in person and in writing. This is a great opportunity for former (or part-time) teachers or coaches, or those with counseling and social services experience who wish to deepen their connection to the community and learn more about librarianship.**

Greenwich Free Library is a member of the Southern Adirondack Library System and is an equal-opportunity employer.

Candidates should send a resume and brief cover letter to Sarah Murphy at [smurphy@sals.edu](mailto:smurphy@sals.edu)