



**KENT COUNTY PUBLIC LIBRARY
Job Description**

JOB TITLE:	Library Clerk I - Teen and Youth Services
CLASSIFICATION:	Part- Time (960 hours per year)
SUPERVISED BY:	Youth Services Director
STATUS	Non-Exempt
HOURS OF DUTY:	As scheduled, with Saturday and evening hours as needed. Schedule dependent on the program needs of the Youth Service's Department.

GENERAL SUMMARY

Assists with all aspects of Teen programming and public service. Continually seeks and finds ways to promote increased use of all Youth Services. Helps establish and maintain a high standard of Teen and Youth Services for the Kent County Community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Creates and coordinates teen programs at all library and outreach locations
- Provides direct reference service to teens and parents of teens and maintains appearance of the Young Adult area
- Supports programs for youth ages 0-17 at all library and outreach locations as needed
- Helps implement the annual Summer Reading Program
- Keeps up to date with library acquisitions in teen materials & online resources in order to offer reader's advisory and research assistance to parents and teens
- Interact with patrons, visitors, staff, and others in a professional and friendly manner
- Stays abreast of and utilizes available technology efficiently and effectively
- Implements standard operating procedures and system policies. Assures that operations are consistent with KCPL policies, procedures, philosophies and objectives

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assists at the circulation desk as scheduled
- Works at other locations as needed
- Assists with collection management projects as needed
- Performs other duties as assigned

JOB REQUIREMENTS

- Strong knowledge of best practices for working with youth of all ages \
- Knowledge of Windows and Office
- Knowledge of public library practices and procedures, including using library software and performing research assistance
- Working knowledge of young adult literature, child and teenage development, and the ability to build rapport with teenagers and parents
- Strong communication skills, both oral and written, as well as public speaking skills
- Accuracy and attention to detail
- Passion for working with teens and youth

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- Valid driver's license

PREFERRED QUALIFICATIONS

- Bachelor's degree in any field
- Experience working with teens

WORKING CONDITIONS

- Active work in a library environment
- Requires physical effort such as stooping or bending, and lifting of objects up to 30 pounds
- Able to stand at the circulation desk to assist patrons if necessary
- Able to sit on the floor for some activities
- Able to use a computer terminal for long periods if necessary