

Teen Programming Coordinator & Clerk

The Millbrook Library is looking for an enthusiastic and engaging person to organize Teen Programming at the Millbrook Library. **The primary responsibility of this position is to plan, promote, and implement literacy and STEAM programs for teens and tweens from 6th grade through high school.** Other responsibilities include:

- Performs all circulation desk, including
 - Check materials in/out/renew materials.
 - Reserve materials.
- Performs all opening/closing procedures in work area/public areas.
- Assists patrons who want to borrow or return library materials.
- Issues library cards according to established procedures.
- Attends to all circulation problems in a professional and timely manner. This includes but is not limited to processing overdue notices, expiring patron records, and outstanding holds.
- Responds to general information requests by telephone and in person.
- Orders and processes materials for teens.
- Outreach to and collaboration with local school librarians, parents, and organizations within the community.
- Schedules and runs teen programs, including set-up and clean up.
- Assists with library outreach events as needed.
- Develop observations and understanding of community needs into effective library services and programs.
- Work collaboratively with other members of the Library staff, Board, and Friends group to generate program ideas and coordinate development.
- Evaluate program success.
- Any other routine tasks as assigned by the library director

This position takes direction from Library Director and Head of Circulation.

The right candidate is:

- Reliable
- Courteous
- Able to work effectively with adults and teens
- Self-motivated
- Able to multi-task in a fast-paced environment
- Has strong computer and writing skills

Hours:

- Approximately 21 - 27 hours per week including some evenings and bi-monthly Saturdays. These hours are Monday and Friday, 10:30 - 6:15, Wednesday, 11:45 - 8:15, and Saturday, 9:45 - 4:15.

Compensation:

- \$16.00/ hr. This position includes vacation, personal, and sick time, and some paid holidays.

Email resume and cover letter to Courtney Tshalis at director@millbrooklibrary.org