

POSITION TITLE: Teen Services Coordinator (Part-Time)

SUPERVISOR: Associate Director

SUMMARY OF POSITION:

The Teen Services Coordinator plays a crucial role in fostering a welcoming, engaging, and supportive environment for teens at the Grants Pass branch. This part-time position is responsible for supporting teen programming, providing homework help, coordinating the Teen Advisory Board, and working closely with volunteers of all ages to support teen services and programming. The Teen Services Coordinator implements existing teen programs and develops program ideas with partners and stakeholders, aligning with the library's strategic plan and collaborating with the Youth Services Lead and Associate Director to vet new initiatives. Additionally, this role ensures that policies and procedures are followed, maintains the teen area, assists with event coordination, provides public services, and facilitates collaboration with library staff, volunteers, and community partners.

ESSENTIAL FUNCTIONS

Program Implementation

- Support the goals and initiatives outlined in the library's strategic plan, ensuring that teen services align with broader library objectives.
- Implement existing teen programs, focusing on enhancing literacy, information literacy, and lifelong learning skills.
- Collaborate with the Youth Services Lead and Associate Director to vet new program ideas and initiatives, working closely with staff, volunteers, and community partners.
- Provide one-on-one homework help for teens, offering guidance on research skills, digital literacy, and academic resources.
- Collaborate with the Volunteer Coordinator to effectively manage the involvement of volunteers in teen-related activities.

Teen Advisory Board Coordination

- Recruit, train, and manage the Teen Advisory Board (TAB), empowering teens to have a voice in library services.
- Facilitate regular TAB meetings to gather input on programming, events, and materials acquisition.
- Coordinate TAB-led events and projects, guiding teens through the planning and execution of initiatives.
- Promote TAB membership and foster leadership skills among participants.

Facilities and Maintenance

- Maintain the teen space, ensuring that it remains a safe, clean, and welcoming environment for library users.
- Monitor the condition of furniture, equipment, and materials in the teen area and report maintenance needs to appropriate staff.
- Assist in setting up and breaking down spaces for teen events and programs.

Administration and Reporting

- Maintain accurate records of teen programming attendance, volunteer hours, and TAB activities.
- Assist with monthly reports on teen services for the Youth Services Lead and Associate Director.

- Ensure timely submission of statistics, program evaluations, and other administrative paperwork.
- Work within the library's budget to plan and implement teen services and programming.

Policy and Procedure Assurance

- Ensure all teen programs, services, and events comply with library policies and procedures.
- Enforce library rules and guidelines while interacting with teens, volunteers, and the general public, promoting a safe and respectful environment.
- Stay informed on library system-wide policies related to teen services and adjust practices as necessary.

Public Service and Event Coordination

- Provide excellent customer service to teens and caregivers, helping with reference and offering guidance on library resources.
- Collaborate with other library staff to plan and implement system-wide teen events, such as summer reading programs and literacy campaigns.
- Coordinate with the Communications and Partnership manager to engage community organizations, schools, and volunteers to enhance programming and expand resources for teens.

NON-ESSENTIAL FUNCTIONS

- Other duties and tasks as required.

SCOPE OF AUTHORITY

Work is recurring with occasional variations from the norm and involves a moderate amount of complexity. Decisions are made with a supervisor's oversight and within organizational and governmental guidelines. Errors could result in delay of department services, poor public relations, or loss of volunteers.

SUPERVISORY RESPONSIBILITY

Position may train and assign tasks to volunteers.

CONTACTS/COMMUNICATION

Contacts are generally made with others both within and outside the organization. Communication takes place electronically, via the telephone, and face to face and may be on a one-to-one basis or to groups. Contacts are seldom about confidential or sensitive matters.

QUALIFICATIONS

- High school diploma or equivalent required; associate's or bachelor's degree preferred. OR, any combination of education, training, and experience which demonstrates the candidate's ability to perform the duties and responsibilities as described.
- Experience working with teens in an educational, recreational, or community setting.
- Proficiency with Microsoft Windows, Microsoft Office (Microsoft Word and Excel), e-mail and Internet essentials.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong computer literacy skills.
- A positive, results-oriented, problem-solving attitude.
- Strong written and oral communication skills. Spanish language ability preferred.
- Library experience is preferred, but not required.

- Familiarity with integrated library systems (ILS) or other database management software preferred.
- Ability to work independently and collaboratively in a team environment.
- Proficient in basic computer software, including Microsoft Office and Google Suite.
- Ability to work evenings and weekends as needed.

PHYSICAL DEMAND

- Ability to perform physical tasks including frequent standing, bending, stooping and lifting up to 25 lbs.
- Ability to use a computer, including keyboarding.

JOB CONDITIONS: Work takes place in a climate-controlled library generally during afternoon and evening hours, and on Saturdays.

FLSA STATUS: Non-exempt status.

BACKGROUND CHECK and DRUG SCREENING:

Any job offer tendered is contingent upon satisfactory completion of a background check including driving record.