



**Job Title:** Young Adult Services Librarian

**Reports to:** Youth Services Manager

**Job Description:** The Young Adult Services Librarian is responsible for planning, organizing, presenting, and maintaining the services, programs, and collections for teens (ages 13-18). The Young Adult Services Librarian works collaboratively with the Children's Services Librarian and Youth Services Librarian for the purpose of offering high-quality and comprehensive Library services to all youth ages birth through 18.

**Responsibilities include, but are not limited to:**

- Plan, organize, execute, and evaluate library programs and services for teens (ages 13-18) which fulfill their diverse educational, recreational, and personal needs.
- Develop, evaluate, recommend, and maintain young adult collections, including print, AV, digital formats, and useful objects to ensure the collection includes relevant resources aimed at the specific interests and needs of the young adults in the community.
- Develop and maintain effective relationships with schools, community groups, agencies, and nonprofits that target youth in order to plan and deliver programs and services that meet local teen needs and interests.
- Provide prompt, courteous, and direct assistance to all patrons with basic information regarding use of library materials, equipment, and services.
- Coordinate with the PR Coordinator to connect young adults to the Library through various digital platforms, including the Library's website and social media.
- Take a leadership role in developing and evaluating overall young adult services and development of physical spaces in the building for serving teens in the Library based on best practices and in consultation with the Library Director.
- Be responsible for administrative duties for the young adult services, including reporting and evaluating statistics, grant administration, teen volunteers, program budget, and acquisitions reports.
- Pursue related training and education opportunities, including but not limited to professional library conferences, seminars, reading professional literature, technological training, and networking, in order to provide current and relevant advisory services to teens, students, teachers, and parents
- Provide general supervision and oversight of the young adult collection section and evolving young adult space to ensure safe, welcoming environments for teens.
- Develop and pursue long range goals for teen services in conference with community needs, state and national trends, the Youth Services Department, and the Library Board
- Represent teen services on behalf of the library at various community meetings, boards, and committees, to improve teen services community-wide in accordance with the library's mission, vision, and goals.

**Additional Information:** Full time position (40 hours weekly); must acquire and maintain State of Kentucky Library Certification; may require day, evening, and weekend hours in order to meet programming needs. Must possess excellent written and verbal communication skills and an ability to interact in a pleasant and effective manner with a diverse group of patrons and staff; requires the ability to adapt to a dynamic, busy, and occasionally stressful

work environment; requires thorough understanding of library-specific and other software; ability to push, pull, and otherwise move books, supplies, and equipment by hand and by cart. Must pass a background check.

**Qualifications (Education, Skills, Training):** MLS preferred; Bachelor's degree in a related field required; demonstrated experience with teen programming in library, school, or comparable setting; demonstrated knowledge and understanding of young adult literature; commitment to the Library's mission of expanding horizons for teens. Requires a positive attitude, strong interpersonal skills, cultural sensitivity, a sense of humor, and joy in working with young adults.

**Compensation and Benefits:** \$18.07 per hour; Benefits include Health insurance; Personal Leave and Holiday Leave; Life insurance; TIAA-CREF retirement plan (matched by Library) after one year of employment; Optional insurances (paid for through employee payroll deduction) include Dental, Vision, Long-Term Disability, and Accident/Critical Illness; Additional Supplemental Retirement plan option (unmatched by Library); Optional Flexible Spending Plan for unreimbursed medical expenses.

The Boyle County Public Library is an equal opportunity employer and is committed to creating an inclusive environment for all employees.

**How to Apply:** Position is open until filled. Please email resume, cover letter, and 3 references to [jobs@boylepublib.org](mailto:jobs@boylepublib.org). Please enter "Young Adult Services Librarian" in the subject line.