PUBLIC JOB POSTING

POSTED UNTIL FILLED

To be considered for this position, applicants must submit a cover letter, application, and resume. Please be prepared to present a program for ages 12 to 18

POSTING DATE: June 7, 2022
JOB TITLE: Teen Assistant, Grade 19
LOCATION: Inman Library
DATE AVAILABLE: August 1, 2022
SALARY: $1,588 per month

HOURS: 25 hours per week
Monday 3:00pm-8:00pm; Tuesday 3:00pm-8:00pm; Wednesday 3:00pm-8:00pm; Thursday 3:00pm-8:00pm; Friday OFF; Saturday 11:00am-4:00pm

EDUCATION/EXPERIENCE: Bachelor’s degree or equivalent combination of education and experience working with teens required. Must complete pre-employment testing.

ESSENTIAL FUNCTIONS:

• Plans, promotes and presents creative weekly programs for teens (ages 12-18 or in grades 7-12)
• Prepares deposits and program contracts, requests purchase orders, and tracks program statistics
• Schedules and actively engages the public during community outreach in the local area at schools or special events
• Responsible for maintaining an attractive teen area in the library
• Performs circulation duties including check out, check in, and processing of new materials
• Actively participates in Teen Services Committee meetings and online discussions
• Prepares engaging book reviews and social media posts
• Provides superior customer service when assisting patrons of all ages with information requests, reader’s advisory questions, computers, digital devices, and other library equipment
• Attends regular training related to teen services and other library work
• Works with the Director of Teen Services to evaluate, prioritize, and grow teen services
• Supports supervisor directives and assumes responsibility for building and staff in supervisor’s absence

KNOWLEDGE & SKILLS:

• Bachelor’s degree or equivalent combination of education and experience
• Comfortable and proficient using technology
• Excellent interpersonal and customer service skills
• Desire to work with and advocate for a diverse teen population
• Strong written and verbal communication skills
• Creative, flexible and organized with good time management skills and attention to detail
• Ability to prioritize tasks, take direction and work independently or in a team environment
• Stays informed of pop culture and STEAM activities to provide programs of interest to teens
• Experience working with teens and knowledge of teen literature preferred
• Driver’s license valid in the State of South Carolina with the ability to drive to other libraries or community outreach

The library accepts applications, cover letters, and resumes when a job position is available. Applications are available at all checkout desks. Contact the Job Line at (864) 285-9190 for job opportunities. Drug Testing is a part of the Library’s hiring process. If you require any accommodations in applying for any position, please do not hesitate to ask. The Spartanburg County Public Library is proud to be tobacco free.