PUBLIC JOB POSTING

POSITION IS OPEN UNTIL FILLED.

To be considered for this position, applicants must submit a cover letter and resume. Candidates selected to interview must write a short review of a recent teen book and present two ideas for teen programs (one virtual and one in-person).

POSTING DATE: December 13, 2022

JOB TITLE: Teen Services Librarian, Grade 23

LOCATION: Teen Services Department, Headquarters

DATE AVAILABLE: February 1, 2023

ANNUAL SALARY: $41,310 per year (generous benefits package)

HOURS: 40 hours per week including one evening a week and one weekend per month. Schedule is generally M, T, Th, F: 8:45am-5:45pm and W: 12:15-9:15pm. Weekends are Sat: 8:45am-6:15pm and Sun: 1:15-6:15pm.

EDUCATION/EXPERIENCE: MLS from an ALA-accredited library school and experience working with teens. Must complete pre-employment testing.

ESSENTIAL FUNCTIONS:
- Works to execute the vision of Teen Services through outreach, innovative programming, and Teen Hub customer service interactions
- Develops, promotes, presents, and evaluates virtual and in-person programs that meet the needs of a diverse teen population
- Assists with the coordination and production of systemwide virtual teen programming
- Coordinates and manages the Teen Department Internship, Volunteer program, and technology used for programming
- Helps to create a safe, welcoming, inclusive, and dynamic space
- Actively participates in department and committee meetings and in online discussions
- Shows initiative by making constructive suggestions for improvements to library services, collections, and spaces
- Pro-actively seeks out teens to connect them to resources and opportunities that reflect their interests
- Attends regular training related to libraries and Teen Services
- Conducts both scheduled and impromptu tours of the Teen Hub for schools and community groups
- Composes and contributes relevant content for the SCPLteens social media presence
- Coordinates special projects for Teen Services as assigned
- Assists the public at the Teen Hub service desk while supervising and enforcing rules in a busy age-restricted space
- Remains aware of safety and security at all times

KNOWLEDGE & SKILLS:
- Enthusiastic and team-orientated with a passion for working with and advocating for a diverse teen population
- Knowledge and appreciation of teen collections
- Proficient with technology used for virtual and in-person teen programming, specifically iMovie and video game consoles
- Excellent interpersonal and customer service skills that display a positive attitude, cultural sensitivity, and a sense of humor with the ability to connect with people from diverse backgrounds
- Understanding of teen developmental stages and assets
- Good written and oral communication skills, including public speaking and social media proficiency
- Creative, flexible, and organized with a good work ethic, time management skills, and attention to detail
- Ability to take direction, work independently or on a team, and complete assignments thoroughly and on time
- Bilingual in English/Spanish is a plus
- Driver’s license valid in the State of South Carolina with the ability to drive to other libraries and perform outreach
- Must complete pre-employment testing

The Library accepts applications with cover letter and resume 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.

151 South Church Street, Spartanburg, South Carolina 29306-3241, (864)596-3507 www.infodepot.org
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