

Fleetwood Area Public Library
Preliminary Teen Coordinator Job Description

Qualifications:

1. Experience in planning and conducting programs for youth
2. Strong leadership, communication, and organizational skills
3. Broad knowledge of youth literature, authors, and illustrators.
4. Strong commitment to customer service. Enthusiastic, extroverted demeanor with the ability to build strong relations with youth of all ages and their caregivers.
5. Some degree of schedule flexibility to coordinate activities with patrons' needs

Duties:

1. Is able to complete all duties of Library Clerk I as needed during his/her scheduled shift.
2. Develops and maintains year-round programs for youth ages 12-17 and coordinates with Fleetwood Area School District, assisting with collaborations with school librarians and other school staff as necessary.
3. Direct and provide guidance to high school interns.
4. Create youth-friendly displays, bulletin boards, signs and other promotional materials. Notifies press of programs and events.
5. Coordinates the library's annual Summer Learning Program for youth ages 12-17 in coordination with the Youth Services Coordinator. Tasks related to the Summer Learning Program include: planning and hosting weekly activities in the library, assisting with the prize choices for teens.
6. Attend local and regional meetings, workshops and seminars as appropriate and required.
7. Performs other duties as requested by the Library Director. Other responsibilities may be assigned as required to meet library needs.

Salary & Hours of Work:

1. The Teen Coordinator is scheduled by the Library Director to work a variety of daytime and evening hours, in addition to one Saturday per month. Additional hours may be assigned by the Library Director based on the needs of the library. The Teen Coordinator typically works 10 hours per week.
2. Pay rate is determined by Director and approved by the Board of Trustees based on educational background and quality of service. All employees are paid on an hourly basis. The Teen Coordinator will receive holiday pay if a holiday falls on his/her regularly scheduled day of work.
3. Vacation is paid as follows:
 - a. Years 2 & 3 = time equal to number of hours worked per week
 - b. Years 4-9 = two times the number of hours worked per week
 - c. Year 10 & up = three times the number of hours worked per week
 - d. Up to two weeks of vacation time may be carried over to the following

year. Additional vacation time not taken will result in a loss of vacation pay.

4. The Teen Coordinator is not eligible for any medical, dental, vision, or any other insurance benefits.
5. The Teen Coordinator is not eligible for any retirement benefits.
6. The Library Director will complete a yearly evaluation of the employee's performance.