

JOB SPECIFICS

Title: Teen Loft Manager

Department: Main Library

Reports To: Assistant Director

Schedule: 37.5 hours per week

Revision Date: March 2022

Salary: DOQ

POSITION BACKGROUND

The Teen Loft Manager works with a professional, progressive, and passionate team in providing a comprehensive program of library services for teens, their parents, caregivers, and the community organizations that serve them.

JOB SUMMARY

- Organize the daily tasks in the Teen Loft
- Develop, promote, and present fun and exciting literacy-based programs
- Collaborate with library staff in creating and delivering innovative lessons, programs, displays, and promotional materials
- Develop and maintain the Teen collection within budget guidelines
- Represent RPL at local and regional meetings, workshops, and seminars as required
- Assist in identifying and writing grant applications for teen services
- Serve as a resource for collections and programming at all RPL branches
- Plan and provide library outreach programming to schools and community partners
- Foster and maintain relationships with schools and community partners
- Create and maintain online content including social media and other streaming and recorded virtual content
- Coordinate the collection of data to measure the impact of Teen Services
- Assist customers with the use of library resources and services
- Other duties as assigned

MINIMUM QUALIFICATIONS

Educational Requirements

- Bachelor's degree or equivalent work experience
- Library experience desirable

Experience

- At least 3 years in a professional or educational setting working with teens and managing staff

Clearances

- PA Child Abuse Clearance
- Mandated Reporting Training for Child Abuse
- PA Criminal Record Check
- FBI Criminal Background Check

KNOWLEDGE, SKILLS & ABILITIES

- Effective verbal, written, and digital communication
- Ability to establish and maintain cooperative relationships with community partners
- Ability to interpret community interests and needs to aid in planning library services
- Customer service skills with a diverse, urban population
- Broad knowledge of teen literature, authors, and illustrators both classic and modern materials.

- Knowledge of learning styles and teen development
- Tech-savvy with the Internet, gaming, social media, and Microsoft Office Suite
- Stay current with new ideas and trends in libraries and education
- Ability to lead, motivate, and direct library staff
- Bi-lingual Spanish a plus

WORKING CONDITIONS

Scheduling flexibility required as work schedule may vary based on the needs of the library. Evening and weekend hours required. Must have own transportation.

Frequent standing, sitting, bending, talking, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Must be able to communicate and be understood clearly. May be required to lift or move files, books or supplies of up to 35 pounds. This is a physically active position. *(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

Disclaimer

Management reserves the right to add, modify, change or rescind work assignments as needed. The essential functions or duties listed above are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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