



ZION-BENTON PUBLIC LIBRARY

Title:	Teen Space and Young Adult Associate I
Reports to:	Sandbox and Young Adult Coordinator
Jobs Supervised:	None
Schedule:	Part-Time, 20 hours per week, Non-Exempt. Hours vary but may include evening and weekend hours.
Wage:	The salary range is \$19,146.40 to \$28,184 annually (\$18.41 to \$27.10 per hour), depending on qualifications.

Nature and Scope of Position:

Responsible for providing friendly responsive service to people of all ages and skill levels in a diverse community. The person in this position is a team player that loves making, technology, books, movies, music, and people, and enjoys connecting with others.

The teen space is the library's space for patrons in grades 6 through 12. A passion for lifelong learning and sharing knowledge through interactive learning opportunities is a must. This position works extensively with young adults in a mentorship, learning facilitator role.

Essential Functions and Responsibilities:

- Creates and maintains a welcoming environment for library users
- Staffs the teen space: Engages teen with library services, handles teen's behaviors, maintains cleanliness
- Fosters a love of learning and reading through enthusiastic and responsive readers, viewers, and listeners advisory
- Keeps up with programs and events that are happening in the library
- Distributes teen space technology and resources.
- Troubleshoots technology issues including desktop computers, Nintendo Switches, iPads, and STEM technology.
- Attends and participates in staff, department, and other job-related meetings
- Evaluates programs; documents successes and challenges for monthly and annual reports
- Provides and maintains enrichment programs for teens
- Performs other duties as assigned

Essential Knowledge, Skills, Abilities:

- Ability to provide outstanding customer service.
- Ability to manage and prioritize multiple tasks.
- Professional demeanor and a team player.
- Very strong comfort with technology.
- Strong ability to adapt to change.
- Basic keyboard, data entry, and typing skills.
- Well-developed oral communications skills.



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- Attention to detail.
- Ability to read, write and speak English.
- Ability to give and receive instructions in English.
- Alpha-numeric recognition skill.
- Ability to use basic office equipment.
- Ability to pass a criminal background check.
- Must have access to reliable transportation.

Physical requirements:

- Requires full range of motion, including standing, sitting, or walking for extended periods
- Requires bending, stooping, and reaching to retrieve library materials
- Must be able to move a two-sided book cart loaded with books and other library materials
- Must have dexterity and eye-hand coordination to move materials or operate automated equipment
- Must be able to lift boxes of books, paper, or other items weighing up to 40 lbs

Contacts: Patrons, volunteers, other library staff, school staff, and peers at other organizations

Working Conditions: Normal office conditions

Education and Experience:

- Associate's Degree, Bachelor's Degree, LTA or equivalent combination of education and experience
- Passion for making, literature, movies, music, and popular culture
- Comfort with a variety of computers, electronic devices, and online services and applications
- Must have experience working with teenagers
- Ability to represent the library at professional and community events
- Ability to read, write, and speak Spanish is a plus
- Previous Library experience preferred

This is a part-time position with pro-rated benefits, including paid vacation, holidays, sick and personal time, and retirement benefits. Schedule requires day, evening and weekend hours. The pay range for new hires in this position is \$19,146.40 to \$28,184 annually (\$18.41 to \$27.10 per hour), depending on qualifications.

To apply please submit a resume, letter of interest and three professional references to Dawn Abron at dabron@zblibrary.org. Position open until filled.

Zion-Benton Public Library District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.