

LIBRARY ASSISTANT – TEEN PROGRAMMING & SERVICES

INTRODUCTION

The Fayetteville-Lincoln County Public Library seeks an energetic, creative, and forward-thinking individual for our **Teen Services/Library Assistant** position. This position will provide excellent customer service at the circulation desk while developing and supporting engaging programs and activities for teens.

The candidate will have experience working with teens and be comfortable creating a welcoming, inclusive environment for young adults at the library. This position will be responsible for planning and facilitating a weekly Teen Time program, developing weekly activity guides, assisting with library programming and outreach, and helping teens with library resources, technology, and information needs. Outside of Teen Programming, this position will be responsible for Circulation Desk operations in a Library Assistant role.

This position is part-time, **18 hours per week, \$12.00 per hour** with the following regular schedule:

- **Tuesdays: 1:15 p.m.–7:45 p.m.**
- **Thursdays: 1:15 p.m.–7:45 p.m.**
- **Saturdays: 8:15 a.m.–2:45 p.m.**

Some additional flexibility in scheduling is preferred outside of these times.

The Teen Services Library Assistant will report to the **Program Coordinator and Library Director** regarding teen programming, projects, and related responsibilities.

DUTIES AND RESPONSIBILITIES

1. Teen Services and Programming

- Plan, organize, and facilitate a weekly **Teen Time** program each Thursday from approximately **2:30–5:00 p.m (approximately)**.
- Create weekly activity guides and prepare materials and supplies for teen activities.
- Develop and implement creative, educational, recreational, and library-related activities that are appropriate and engaging for teens.
- Collaborate on collection development for purchase of new YA materials
- Build positive relationships with teens and create a welcoming, safe, and inclusive environment.
- Assist teens with finding books, digital resources, technology, and other library materials.
- Promote teen programs through flyers, displays, social media, the library website, and other appropriate outreach methods.
- Assist with planning and implementing additional teen programs, special events, and activities throughout the year.

- Maintain records of teen program attendance, activities, and related information as requested.
- Work with the Program Coordinator and Library Director on teen programming projects, special events, and other assigned projects.
- Manage program budgets and expenses, including planning for program needs, purchasing approved supplies, maintaining receipts, and monitoring expenditures.
- Assist with developing new ideas and opportunities to increase teen participation and engagement with the library.

2. Circulation and General Library Duties

- Provide courteous and helpful service at the circulation desk, including checking materials in and out, issuing and updating library cards, collecting fees, processing interlibrary loans, and maintaining circulation records.
- Assist patrons with reference, readers' advisory, computers, printing, scanning, copying, electronic resources, and locating library materials.
- Check the book drop, clean and process returned materials, shelve and organize collections, and maintain displays and a clean, welcoming library environment.
- Perform shelf reading and collection organization as assigned.
- Create flyers, displays, announcements, and other informational materials as needed.
- Assist with opening and closing procedures, routine maintenance, library programs, and special events.
- Maintain appropriate records, receipts, and patron information while protecting patron confidentiality.
- Participate in staff meetings, training, and other library activities.
- **Perform other duties as assigned.**

QUALIFICATIONS:

Knowledge, Skills, Attributes, and Abilities

- Experience working with teens or young adults in a library, school, educational, recreational, or community setting is preferred.
- Creative, organized, self-motivated, and able to develop and lead engaging teen activities and programs.
- Strong communication and interpersonal skills with the ability to work effectively with teens, adults, staff, and community partners.
- Ability to manage multiple projects, meet deadlines, and work independently while communicating with the Program Coordinator and Library Director.
- Comfortable with computers, internet research, Microsoft Office, social media, and common library technologies; Canva experience is a plus.
- Ability to manage program budgets, track expenses, and maintain accurate records.
- Flexible, dependable, professional, and able to adapt to changing needs and situations.

JOB REQUIREMENTS

- Excellent customer service skills with the ability to work professionally and courteously with a diverse patron population, including teens.
- Self-starter with the ability to work independently, manage multiple responsibilities, meet deadlines, and work effectively as part of a team.
- Ability to handle patron questions, complaints, and difficult situations with patience, professionalism, and good judgment.
- Ability to learn and become proficient in library systems, online databases, electronic resources, computers, Internet searching, Microsoft Office, and other technology required for the position.
- Ability to maintain patron confidentiality and demonstrate accuracy, attention to detail, and good organizational skills.
- Ability to establish and maintain effective working relationships with patrons, teens, staff, and community partners.
- Ability to manage approved program budgets, track expenses, and maintain accurate receipts and records.
- Ability to work the established Tuesday, Thursday, and Saturday schedule.
- Valid driver's license and reliable transportation.
- Ability to lift and carry at least 35 pounds, push loaded book carts, reach and retrieve materials from shelves, climb ladders or stairs, and move furniture and program supplies as needed.
- Ability to stand and walk for extended periods and perform routine shelving, shelf reading, circulation, and programming duties.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent is required.
- Experience working with teens and/or young adults is preferred.

TO APPLY:

To apply, please submit a cover letter and resume with three professional references to Library Director, Meghan Murr at director@flcpl.org. Interested individuals may also submit a cover letter and resume directly at the library.

