



# Community Library of the Shenango Valley

11 N. Sharpsville Ave.  
Sharon, PA 16146  
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## Teen Services Coordinator

**Position Overview:** Part-time position, working at both the Community Library of the Shenango Valley in Sharon, and the CLSV Stey-Nevant Branch Library in Farrell.

### Essential Job Functions:

- To provide library services and programming for and with teens (typically ages 12-18)
- Plan, implement and evaluate library programs and services that will fulfill the diverse educational, recreational and personal needs of local teens.
- Perform community and school outreach, both in person and through social media.
- Have strong technology background, knowledge of Makerspaces, STEM programming, and social media.
- Have strong knowledge of teen literature and graphic novels.
- Conduct community needs assessments to identify teen needs, to tailor programs to address those needs.
- Work closely with Director and Branch Manager to create and maintain teen library collection including relevant print and digital resources.
- Must be available to work some nights and some weekends.

### Important Job Functions:

- Knowledge of current trends in library services for teens
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities
- Knowledge of best practices in teen services
- Ability to communicate effectively with others, orally and in writing
- Establish and maintain effective working relationships with co-workers, patrons and community
- Circulation desk duty

### Requirements:

- High School Diploma/Bachelor's Degree Preferred
- Experience working for and with teens (ages 12-18)
- One or more years of professional experience in a library setting preferred
- Criminal Record, Child Abuse, FBI Clearances

### Other Skills/Abilities:

- Valid PA Driver's License
- Be able to lift up to 40lbs