



**Job Title:** Children & Teens Engagement Specialist

**Department:** Children & Teens Services

**Reports to:** Manager, Children and Teens Services

**FLSA:** Grade 4 Non-Exempt

**Status:** Full-Time

**Salary:** \$16/hour

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### **POSITION SUMMARY-**

The position responsible is for the delivery of a variety of library services to children, teens, and their caregivers, while acting in accordance with Lancaster Public Library's mission, vision, and core values.

### **ESSENTIAL JOB FUNCTIONS-**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be requested to enable individuals with disabilities to perform the essential job functions listed below:

- Recommend, plan, and implement the designated number of educational and entertaining library programs per week/month.
- Fulfill patron requests for grab bags and teacher bundles.
- Provide reader advisory services to children and teens based on age, reading level, and interest.
- Promote library materials and services through curating book displays, reading lists, etc.
- Conduct tours and visits to the library for organizations that serve children and teens.
- In conjunction with the Outreach team, develop community partnerships and facilitate programming with those partners.
- Maintain the integrity and usability of the collection by conducting regular shelf-reading, removing outdated or damaged items, and ensuring all materials are in proper order.
- Safeguard and maintain confidentiality of patron information.
- Exercise sound judgment in daily responsibilities by resolving routine issues independently and recognizing when situations require referral to a supervisor.
- Provide coverage at public service desks throughout the library.
- Keep supervisor abreast of important matters.

**Other Job Functions:**

Work weekday/evening and weekend shifts as scheduled.

Participate in monthly Department meetings.

Participate in LPL and library volunteer sponsored events.

Keep up to date on all training.

Maintain current clearances for PA Child Abuse, PA Criminal History and FBI Fingerprinting.

Perform other duties or special projects assigned by supervisor and/or the Executive Director.

In addition to the functions listed above, the employee is expected to embrace and demonstrate **Lancaster Public Library's Core Values** – Growth Mindset, Credibility, Integrity, Inclusivity, Stewardship (See Lancaster Public Library – Core Values for detail).

**Desired Characteristics** – Friendly, positive attitude, punctual, organized, flexible, team player, self-motivated, and those within LPL's Core Values.

**Desired Skills** – Organized, creative thinker, effective communicator, research skills, multitasker, Spanish speaker, enjoys working with the public – particularly children, teens, and their caregivers.

**Education and Work Experience:**

- Bachelor's degree in library science or related field preferred.
- Will consider an equivalent combination of relevant education and experience.
- MLS from an accredited program a plus.
- Customer service experience preferred.
- Experience working with children and teens.

**Working Conditions**

- Urban public library

**Physical Demands**

- Sit or stand between 4 and 8 hours.
- The ability to lift and/or move equipment or materials weighing up to 25 pounds and to push/pull wheeled book carts weighing 100 pounds.
- The ability to sit, stoop, kneel, reach, crouch and climb up to 5 feet.