**Pcls Ya librarian Job description**

**Department:** Russellville Headquarters

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| **Job title:** | *YA Librarian* |
| **Reports to:** | *Russellville Branch Manager & Outreach Services Librarian* |

**Job purpose**

The Young Adult Librarian is responsible for planning, promoting, implementing, and evaluating all library programs and services related to teens and young adults.

**Duties and responsibilities**

1. **Leadership & Professionalism**
2. Develop and demonstrate leadership skills in identifying the unique needs of teens and young adults and then advocating for these needs within the library system and surrounding community.
3. Develop and demonstrate a commitment to professionalism and ethical behavior.
4. Plan for personal and professional growth and career development.
5. Encourage young adults to become lifelong library users by helping them to discover what libraries offer, how to use library resources, and how libraries can assist them in actualizing their overall growth and development.
6. Develop and supervise formal youth participation, such as teen advisory groups, recruitment of teen volunteers, and opportunities for employment.
7. Implement mentoring methods to attract, develop, and train part-time programming staff members in how to work successfully with young adults.
8. **Knowledge of Client Group**

A. Become familiar with the developmental needs of young adults in order   
 to provide the most appropriate resources and services.

1. Keep up to date with popular culture and technological advances that interest young adults.
2. Demonstrate an understanding of, and a respect for, diverse cultural, religious, and ethnic values.
3. Identify and meet the needs of patrons with special needs.
4. **Communication, Marketing, & Outreach**
5. Form appropriate professional relationships with young adults, providing them with the assistance, assets, and resiliency factors that they need to develop into caring, competent adults.
6. Develop relationships and partnerships with other youth-serving professionals in the community by establishing regular communication and by taking advantage of opportunities to meet in person.
7. Be an advocate for young adults and effectively promote the role of the library in serving young adults, demonstrating that the provision of services to this group can help young adults achieve success, and in turn create a stronger community.
8. Work with the Marketing Librarian to design, implement, and evaluate a strategic marketing plan for promoting young adult services in the library, schools, youth-serving agencies and the community at large.
9. Establish an environment in the library wherein all staff serve young adults with courtesy and respect, and all staff are encouraged to promote programs and services for young adults.
10. Work with the Outreach Services Librarian to identify young adult interests and groups underserved or not yet served by the library, including at-risk teens, those with disabilities, non-English speakers, etc., as well as those with special or niche interests.
11. Promote young adult library services directly to young adults through school visits, library tours, etc., and through engaging their parents, educators and other youth-serving community partners.
12. **Administration**
    1. Develop a strategic plan for library service with young adults based on their unique needs.
    2. Design and conduct community analysis and needs assessment as needed.
    3. Design activities to involve young adults in planning and decision-making.
    4. Identify resources (staff, materials, facilities, funding) that will improve library service to young adults.
    5. Document statistics on young adult programs and activities so as to contribute to institutional and professional memory.
    6. Develop and manage services that utilize the skills, talents, and resources of young adults in the school or community.
13. **Knowledge of Materials**
14. Meet the informational and recreational needs of young adults through the development of an appropriate collection for all types of readers and non-readers.
15. Develop a collection development policy that supports and reflect the needs and interests of young adults and is consistent with the PCLS mission and policies.
16. Demonstrate a knowledge and appreciation of literature for and by young adults in traditional and emerging formats.
17. Develop a collection of materials from a broad range of selection sources, and for a variety of reading skill levels, that encompasses all appropriate formats, including, but not limited to, media that reflect varied and emerging technologies, and materials in languages other than English.
18. Serve as a knowledgeable resource to schools in the community as well as parents and caregivers on materials for young adults.
19. **Access to Information**
20. Utilize current merchandising and promotional techniques to attract and invite young adults to use the collection.
21. Provide access to specialized information (i.e., community resources, work by local youth, etc.)
22. Formally and informally instruct young adults in basic research skills, including how to find, evaluate, and use information effectively.
23. Be an active partner in the development and implementation of technology and electronic resources to ensure young adults’ access to knowledge and information.
24. Maintain awareness of ongoing technological advances and how they can improve access to information for young adults.
25. **Services**
26. Plan, promote, implement, and evaluate all library programs and services related to teens and young adults.
27. Work with PCLS Homeschool Connection and Outreach Services to design and implement programs for home educated teens.
28. Identify and plan services with young adults in non-traditional settings, such as home-school settings, alternative education, foster care programs, and detention facilities.
29. Provide a variety of informational and recreational services to meet the diverse needs and interests of young adults and to direct their own personal growth and development.
30. Continually identify trends and pop-culture interests of young people to inform and direct their recreational collection and programming needs.
31. Instruct young adults in basic information gathering, research skills and information literacy skills - including those necessary to evaluate and use electronic information sources - to develop life-long learning habits.

1. Actively involve young adults in planning and implementing services and programs for their age group through advisory boards, task forces, and by less formal means (i.e., surveys, one-on-one discussion, focus groups, etc.)
2. Create an environment that embraces the flexible and changing nature of young adults’ entertainment, technological and informational needs.

**Other duties as assigned.**

**Qualifications**

* One or more years of professional experience in a library setting, with supervisory experience preferred or
* Five years teaching secondary (7th through 12th) level.
* Experience in working with young adults, ages 13 to 18, is required.

**Working conditions**

A busy, vibrant library whose patrons represent a socially, culturally, and economically diverse community. Duties are performed both indoors in an office environment and outside. Hazards are considered minor and controllable but may include exposure to human error. Must have a heart for serving the public.

**Physical requirements**

Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling. Weights up to 50 pounds are encountered. Vision requirements include close vision and ability to adjust focus. Must be able to read and follow directions. The noise level is usually moderate.

**Direct reports**

Teen & Adult Programming Clerks and Volunteers

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| **Approved by:** | *Pope County Library Board of Trustees* |
| **Date approved:** | *January 16, 2013* |
| **Reviewed &/or Revised:** | *February 21st, 2024* |