



EMPLOYMENT OPPORTUNITY Teen Services Coordinator, Full-Time

DATE OF POSTING: January 17, 2025

LOCATION: Springboro Branch

SCHEDULE: The Library operates seven (7) days a week and requires staff members to work evenings, weekends, and holidays.

POSITION SUMMARY: The Teen Services Coordinator creates, implements, and presents agency and community programs for young adults ages 11-18 years of age. Performs collection development of teen materials for the library system. Network and collaborate with local school systems and community organizations. Supervises the Springboro Branch shelvers. Performs a variety of standard clerical and professional duties, including routine library tasks directly related to computerized procedures, including checking library materials in and out; collecting library fines and fees; issuing library cards; assisting patrons in use of library catalog; assisting patrons with reference and reader advisory needs; responding to routine inquiries regarding library policies and procedures; shelving and straightening materials; other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: Bachelor's degree, or combination of training and experience that provides the required knowledge, skills, and abilities. Master's Degree in Library Science from an ALA-accredited institution desirable. Experience working in a public services unit of a public library, proficient in the use of library catalogs and library circulation systems, experience working with teens, preferred. Effective verbal and written communication skills. Ability to speak before groups of students, parents, and teachers in order to promote the Library. Present the Franklin-Springboro Public Library and its services in a positive manner and adhere to best practices as established by the Library.

BENEFITS: This is a full-time non-exempt position. The hourly pay rate for this position is \$18.00 – \$20.00 depending on qualifications. Benefits include sick and vacation leave, health, dental, vision, and life insurance and membership in the Ohio Public Employees Retirement System.

TO APPLY: Complete an application form available at either FSPL location or at www.fspl.org/content/employment-opportunities. Applications may be submitted at either branch or emailed to fspl@fspl.org.

DEADLINE: Position will remain open until filled.

The Franklin-Springboro Public Library is an equal opportunity employer.