



SPARTANBURG COUNTY
PUBLIC LIBRARIES
www.spartanburglibraries.org

PUBLIC JOB POSTING

POSITION IS OPEN UNTIL FILLED.

To be considered for this position, applicants must submit a cover letter and resume.

Candidates selected to interview must write a short review of a recent teen book and present an idea for a teen program.

POSTING DATE: September 6th, 2022

JOB TITLE: Teen Services Assistant, Grade 17

LOCATION: Teen Services Department, Headquarters

DATE AVAILABLE: November 1st, 2022

SALARY: \$2,017 per month plus generous benefits package

HOURS: 35 hours per week including one evening a week and one weekend per month. Schedule is generally M, W, TH: 8:45am-5:45pm; T 1-6pm, and F: 2:15-9:15pm. Weekends are Sat: 8:45am-6:15pm and Sun: 1:15-6:15pm.

EDUCATION/EXPERIENCE: Bachelor's degree or equivalent combination of education and experience. ***Must complete pre-employment testing.***

ESSENTIAL FUNCTIONS:

- The mission of Teen Services is to connect teens to people, opportunities, and resources that empower them. Staff work to accomplish this through outreach, programming, social media, and customer service interactions
- Assists the public at the Teen Hub service desk while supervising and enforcing rules in a busy age-restricted space
- Develops, promotes, presents, and evaluates innovative in-person and virtual programs that meet the needs of a diverse teen population
- Helps to create a safe, welcoming, inclusive, and dynamic space, in person and online
- Actively participates in department and committee meetings and in online discussions
- Matches readers with books and resources that reflect their interests
- Attends regular training related to libraries and Teen Services
- Remains aware of safety and security at all times

KNOWLEDGE & SKILLS:

- Bachelor's degree or equivalent combination of education and experience
- Enthusiastic and team-orientated with a passion for working with and advocating for a diverse teen population
- Knowledge and appreciation of teen literature
- Comfortable and proficient with technology, familiar with online and video gaming, and knowledgeable about social media
- Excellent interpersonal and customer service skills that display a positive attitude, cultural sensitivity, and a sense of humor with the ability to interface with people from all backgrounds and age groups
- Solid organizational and communication skills (specifically writing, proofreading, and public speaking)
- Creative, flexible, and organized with good time management skills and attention to detail
- Ability to take direction, work independently or on a team, and complete assignments thoroughly and on time
- Bilingual in English/Spanish is a plus
- Valid driver's license with the ability to drive to other libraries or community outreach

The Library accepts applications, cover letter, and resume when a job position is available. Applications are available at all checkout desks. Contact the Job Line at (864) 285-9190 for job opportunities. Drug Testing is a part of the Library's hiring process. If you require any accommodations in applying for any position, please do not hesitate to ask. The Spartanburg County Public Library is proud to be tobacco-free.

151 South Church Street, Spartanburg, South Carolina 29306-3241, (864)596-3507 www.spartanburglibraries.org
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