

Youth Services Librarian – Teen Emphasis

Do you believe libraries can be a powerful space for teens to learn, connect, and belong? Pueblo City-County Library District is looking for a dynamic, community-minded Teen Librarian to join our team!

If you have a flair for programming, a love for YA literature, and a talent for building meaningful connections with teens, this is your chance to make a real impact. Join us in shaping a welcoming innovative teen experience at the library - where curiosity is encouraged, voices are heard, and community thrives.

The Youth Services (YS) Librarian with Teen Emphasis promotes engagement and increases circulation, visits, program attendance and digital services use for teens in the community. This position works within the Youth Services Department to provide district-wide leadership in the planning and implementation of innovative teen programs.

The Youth Services Librarian with Teen Emphasis reports to the Manager of Youth Services. This position works as a team member of the Youth Services department and works closely with the Adult Services team as part of the User Services Department. This position collaborates with staff from library branches and departments. The Teen Librarian builds appropriate relationships with young customers by demonstrating understanding and empathy for teens while maintaining appropriate boundaries. This position provides excellent customer service demonstrating the ability to communicate effectively with people regardless of age, race, sexual orientation, ability level or background.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrates effective leadership in the planning and implementation of the district-wide teen programs and tween programs as applicable, such as the Summer Reading Program and additional programs throughout the year.
- Stays current with trends in teen services, youth engagement, and library technologies to inform programming and resource development in public libraries.
- Participates in planning and maintaining the Teen Program and Tween Program as applicable, budget; purchases materials and manages expenses. Maintains program statistics and creates reports and presentations.
- Leads centralized programming initiatives for teen and tween audiences, including the development and distribution of programming kits to library locations.
- Develops and delivers teen and, if applicable, tween programs and services that center around equity, inclusion and belonging for all teens. Actively seeks input from a wide range of teens to ensure programs reflect the interests of the entire community and reduce barriers to participation.
- Leads effort to create an environment that supports teen and tween, as applicable, learning experiences. Stays abreast of new technologies and trends and assesses the feasibility of adoption by the library district.
- Coordinates the Teen Advisory Committee at the Rawlings Library which provides feedback from teens regarding programs and services; leads teen clubs for the Rawlings Library. Serves in a lead role on the Youth Services Planning Committee.
- Recruits, selects, trains, schedules, and supervises teen volunteers; develops meaningful volunteer opportunities that support library services and teen engagement;

maintains communication with volunteers and ensures a positive and productive volunteer experience.

- Builds collaborative partnerships with schools, youth organizations, and community groups to effectively serve and engage teens in meaningful and relevant ways.
- Creates programs for the public and schools which promote the use of library materials and services.
- Provides tours, visits schools, and facilitates community outreach for teen programs and services.
- Cross-trains with Early Literacy Librarian to perform story-time as needed. May plan and perform story times and/or programs for children, teens, and tweens. Creates and performs book talks.
- Respects the role and rights of parents and guardians while upholding teens' access to information, resources and services.
- Works with the Youth Services Manager to create and edit content for the Teen page on the Library's website, including informational materials, resources, and other teen-focused content.
- Promotes teen services and tween services as applicable to the community by working with the Community Relations department to promote teen programs, services and resources, contribute content to newsletters, social media and the website, to ensure that marketing materials are teen-friendly, inclusive and aligned with current trends and interests.
- Provides direct customer service for approximately 30% of hours worked, using the facilitated customer service model to provide service at the point of need. Provides advice to readers, helps locate materials, assists with research, instructs customers on how to use computers, digital and e-resources. Suggests outside resources for teens, parents, teachers and community members.
- Assists in the collection development process of evaluating and weeding materials for teen and tween materials.
- This position will be assigned the role of Person in Charge (PIC) at the Rawlings Library on a regular basis to respond to any escalated customer service, emergency, or security issues, and will work closely with the security officer on duty.
- Supports team efforts to maintain a safe and secure environment for customers and staff by maintaining awareness of surroundings and working in accordance with safety policies and procedures.
- Participates in regularly scheduled department meetings. Attends All Staff Development Days and other training sessions to acquire new skills and to stay current on all information that is pertinent to PCCLD.
- Reads daily organizational communications from intranet, e-mail, newsletters and print announcements. Stays current on all library services, programs and events throughout the district. Regularly accesses electronic time keeping, payroll and personnel employee access systems.

OTHER DUTIES AND RESPONSIBILITIES

- May cross-train and provide back-up coverage for the Manager of Youth Services.
- May supervise and coordinate work for special projects as assigned by the Manager.
- This job description is not intended to be an exhaustive list of all duties. Other duties may be assigned as needed.

QUALIFICATIONS

Education and Experience:

Master's degree in Library Science from a college or university accredited by the American Library Association is required.

Must possess three (3) years of general experience working with children and young adults with knowledge of children and teen literature.

Core Competencies

- Understands adolescent development and builds positive relationships with teens and tweens
- Demonstrated understanding of equity, diversity, and inclusion principles as they relate to library services for teens
- Ability to create an inclusive, welcoming environments that reflects teen interests and needs
- Effectively balances multiple responsibilities and meets all deadlines
- Demonstrated ability to gather feedback and use data to improve youth services
- Skilled in maintaining and updating teen-focused web and social media content
- Requires a thorough knowledge of young adult literature and of print and electronic reference tools and knowledge of research techniques
- Excellent communication skills are required including the ability to engage teens, listen and resolve issues
- Demonstrated proficiency in communicating effectively with teens, caregivers, colleagues, and community partners
- Able to lead groups and communicate effectively to a variety of audiences and age levels
- Encourages creative expression and exploration among teens and exhibits creativity in developing new and interesting programs for youth and teens
- Ability to conduct complex reference interviews, to analyze requests and to apply research skills to locate specialized information or provide customers with alternative sources
- Must possess strong computer skills with the ability to use a variety of electronic and digital devices and e-resources; possesses a keen interest in using and learning new technologies
- Ability to function under flexible and changing conditions.

Physical Requirements: May be required to lift objects weighing up to 50 pounds and push /pull a fully loaded book cart weighing up to 200 pounds.

Other Requirements:

- Must be able to work a flexible schedule including days, evenings and weekends.
- Must submit to and successfully pass a criminal background investigation.
- Must possess a clean driving record, current Colorado Driver's License and provide proof of automobile insurance.

Wages: \$2,115.38 - \$2,230.77 bi-weekly (\$55,000 - \$58,000 annual)

Benefits: PCCLD offers health insurance including a tele-health service, dental and vision insurance, HSA and FSA plans, employer paid life insurance, AD&D (accidental death and dismemberment), short-term disability (Colorado FAMLII participation), and 401(k) and PERA retirement plans. The library district provides paid leave in the form of 11 paid holidays, vacation, sick, and personal paid time off. Some positions may qualify for the Public Service Loan Forgiveness Program.

Application Procedure:

1. Complete a PCCLD online application located at [pueblolibrary.org/Employment Opportunities](http://pueblolibrary.org/Employment%20Opportunities).
2. Attachments should be submitted online in the following file types: .doc, .docx, .xls,.xlsx, .pdf,
3. Requires resume, cover letter, and transcripts from graduate program.
4. If you require an accommodation to complete your job application, please contact Human Resources at 719-562-5632, or send an email to terri.daly@pueblolibrary.org.

Closing Date: This position is open until October 27, 2025

As an **Equal Opportunity Employer**, Pueblo City-County Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender orientation, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library district reserves the right to hire more than one person per advertised vacancy.