

Teen Programming Coordinator & Clerk

The Millbrook Library is seeking an enthusiastic, creative, and community-oriented person to serve as our Teen Program Coordinator & Clerk. This role is ideal for someone who is passionate about working with youth and eager to help shape engaging and inclusive experiences for teens and tweens (grades 6–12). Located in the heart of the Village of Millbrook, our library serves as a welcoming and lively hub for the community. Teens regularly walk to the library after school, and we have a strong tradition of offering high-quality programs for youth of all ages. The Teen Program Coordinator & Clerk will join a supportive and collaborative staff that values creativity, teamwork, and responsive service. You'll have the opportunity to shape programming that reflects the interests and needs of local teens.

General Duties:

- Plans, promotes, and implements educational, volunteer, and enjoyable programs for teens and tweens from 6th grade through high school.
- Build relationships with teen patrons and work to create a welcoming library environment.
- Assists with library outreach events as needed.
- Outreach to and collaboration with local school librarians, parents, and organizations within the community.
- Develop observations and understanding of community needs into effective library services and programs.
- Work collaboratively with other members of the library staff, Board, and Friends group to generate program ideas and coordinate development.
- Evaluate program success.
- Orders and processes materials for teens.
- Performs all circulation desk duties, including
 - Check materials in/out/renew materials.
 - Reserve materials.
- Performs all opening/closing procedures in work area/public areas.
- Assists patrons who want to borrow or return library materials.
- Issues library cards according to established procedures.
- Attends to all circulation problems in a professional and timely manner. This includes but is not limited to processing overdue notices, expiring patron records, and outstanding holds.
- Responds to general information requests by telephone and in person.
- Assists with library sustainability goals.
- Any other routine tasks as assigned by the library director

Supervised by: This position takes direction from Library Director, Assistant Director, and Head of Circulation.

Hours:

- **Mondays:** 10:30 am – 6:15 pm.
- **Wednesdays:** 11:45 am – 8:15 pm.
- **Fridays:** 10:30 am – 6:15 pm
- **Regular Saturday rotations:** 9:45 a.m. – 4:15 p.m.

Compensation:

- \$21.00/ hr. This position includes vacation, personal, and sick time, and some paid holidays.

Email resume and cover letter to Courtney Tsahalís at director@millbrooklibrary.org