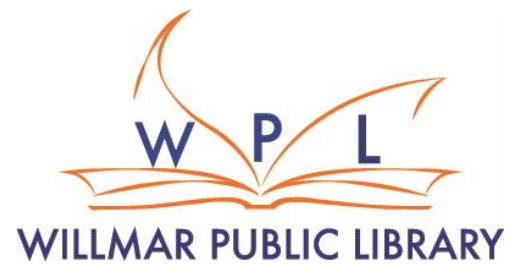


Willmar Public Library

410 5th Street SW
Willmar, MN 56201
PHONE: (320) 235-3162
willmarpubliclibrary.org



Job Opening: Fulltime Teen Librarian

Hours: 40 hours per week (including days, evenings, and weekends)

Starting Wage: \$22.50 per hour (Pay Grade 10)

Apply by April 13, 2025, for first consideration. Open until filled

Job Description:

The Willmar Public Library, a member of the Pioneerland Library System, in Willmar Minnesota is recruiting for a full time Teen Librarian. This position works closely with library patrons, stakeholders, and community organizations to provide innovative service to the diverse community of Willmar Minnesota. The Teen Librarian should be able to develop outstanding programming and lead outreach efforts to area schools and community organizations focusing on tweens, teens, and young adults. Knowledge of young adult literature and library principles is important.

Duties and Responsibilities:

- Develops and presents teen focused programs in a variety of formats inside and outside the library. Including planning and developing the teen summer reading program.
- Completes outreach activities to middle and high schools. Represents the library at community events to promote literacy and library activities.
- Provides outstanding customer service to all members of the community by staffing public service desks. Offering reference/ reader's advisory and computer help as needed.
- Leads collection development efforts in the Young Adult (Teen) area under the direction of the Head Librarian.
- Creates displays inside the library.
- Promotes library events and programs through social media outlets.
- Acts as a senior member of the Willmar Library staff by providing directions to Library Assistants as related to the Teen Service area.
- Serves as the person in charge of the library one evening per week and one Saturday every four weeks.
- Works closely with the Head Librarian and other programming librarians to strengthen library programming and service offerings.

Benefits:

Competitive benefit package that includes Minnesota Retirement (PERA), sick/vacation leave accruals, medical insurance, and paid holidays.

Qualifications:

Education: Bachelor's Degree required. Master's degree in library and information science from an ALA-accredited library and information science graduate program is preferred. Applicants currently enrolled in a graduate library program are encouraged to apply. A minimum of 1-3 years of work experience related to working in a library or educational setting. Applicants with any combination of education, experience and training necessary to perform the essential requirements of the job are encouraged to apply.

Skills & Abilities:

- Skilled in planning, developing and implementing library programs (with a focus on teens).
- Knowledge of and experience in technical professional reference and research methods and techniques.
- Knowledge of alpha and numerical classification systems.
- Ability to effectively work with the public in responding to needs/requests.
- Strong verbal and written communication skills.
- Knowledge of utilizing a variety of common and emerging technologies.
- Skilled in the operation of office equipment such as personal computers, telephone, adding machine, photocopier and fax machines.

Physical Requirements:

Positions in this class typically require walking, stooping, crouching, reaching, lifting, fingering, feeling, grasping, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Some light lifting and carrying of office materials may be required up to 25 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.

Application Instructions: Applicants should submit a resume, cover letter, and a completed [Pioneerland Library System job application](#).

For more information or to submit required materials please contact Andrew Bregar, Head Librarian by email: andrew.bregar@pioneerland.lib.mn.us.

Notice: Appointments for all PLS job positions require the approval of the Pioneerland Library Board and successful completion of background check.