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| Supervisor | Children/Teen Coordinator |
| Hours per Week | 37.50 |
| Work Schedule | Full time. Day, evening, and weekend shifts required. |
| Salary | \$17 per hour minimum |
| Benefits | Standard benefits include participation in the Indiana Public Employees Retirement Fund, medical insurance, life insurance, vision insurance, and short-term disability insurance. Other benefits available at employee expense. |
| Overview | Under the supervision of the Children/Teen Services Coordinator, the Children/Teen Specialist will assist customers of all ages and abilities. This employee will create, present, and evaluate innovative, developmentally applicable programs both in the Library and in the community. |
| Responsibilities | <ul style="list-style-type: none">• Enthusiastically support the Library's mission, vision and values. Build excitement for Library services.• Develop, present, and evaluate creative and educational programs for the public.• Enjoy assisting customers of all ages and abilities with resources, information, technology, and materials. Be familiar with collection and local resources, and share customer needs and inquiries with Coordinator.• Provide reference, research, and material recommendations based on appropriate reading level and interest.• Develop and maintain positive relationships with customers, staff, and the community. Provide exceptional customer service.• Know and enforce Library policies and practices.• Project a positive image of the Library through manner and appearance.• Complete relevant continuing education.• Embrace change. Promote new ideas.• Other duties as assigned. |

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| Key Competencies | <ul style="list-style-type: none"> • Customer and community focus. • Forward thinking and proactive. • Courteous, friendly, flexible, and accommodating. • Kind, supportive team player. Ability to collaborate to achieve a common goal. • Ability to assess, organize, and prioritize tasks. • Listening and problem solving. |
| Qualifications, Education, and Experience | <ul style="list-style-type: none"> • Bachelor's Degree required. • Experience working with children and teens. • Experience, interest, and skill with current and new technologies. • Excellent verbal and written communication skills. • Valid driver's license and licensed vehicle. |
| Physical Demands | <ul style="list-style-type: none"> • Sit, stand, walk, and speak frequently. • Lift, push, or carry weights up to 25 pounds. |

TO APPLY:

Submit email resume and letter of application to: employment@bedlib.com.

This job description is not all inclusive. The Bedford Public Library administration reserves the right to amend this job description at any time. The Bedford Public Library is an equal opportunity employer and as such will comply with all state and federal laws regarding employment practice.