

## **PT Young Adult and Digital Media Lab Assistant**

The New Rochelle Public Library is seeking a motivated and creative Part Time Young Adult and Digital Media Lab Assistant on a contract basis who will predominantly work with our teen population in our busy Teen Room.

The successful applicant will assist the Teen Services Librarian with serving the library's teen population during afterschool and weekend hours.

### **Responsibilities include:**

- Assisting the teen librarian with programming for young adults.
- Supervising and providing assistance in the Digital Media Lab and Teen Room.
- Planning, coordinating, and presenting young adult programs.
- Planning, coordinating, and creating promotional material for young adult programs.
- Providing program statistics for monthly reports.
- Advising the teen librarian on young adult programs and services.
- Providing reference and reader's advisory when needed.

Preferred candidates will have at least 6 months working experience with tweens and teens (ages 11 - 18). Foreign language skills, especially Spanish, are a plus.

### **Minimum requirements:**

- Must be an energetic role model for a diverse population of middle and high school students.
- Strong communication skills.
- Strong behavioral management and conflict resolution skills.
- Ability to work independently and with others.
- Comfortable working with computers including emerging technologies such as VR and 3D printing.
- Ability to troubleshoot minor computer problems.
- Ability to provide reference service and/or guide teens toward materials in print and electronic resources.

### **Position:**

- Part-time, contractor based position.
- 20 hours per week after school from Monday - Friday, 3 pm - closing, and occasionally some weekend hours as required.

### **Pay:**

- \$18 - \$22, depending on experience and qualifications.

Interested individuals should email their resume and at least two references to Rio Aucena, Teen Services Librarian, at [raucena@wlsmail.org](mailto:raucena@wlsmail.org) with the subject line, "Teen Room Assistant Position."