



BALTIMORE COUNTY PUBLIC LIBRARY
320 York Road
Towson, Maryland 21204
410-887-6177
VACANCY ANNOUNCEMENT

POSITION: Teen Activity Specialist

SALARY RANGE: \$29,667 - \$34,127
This position is grant funded through Baltimore County Local Management Board

HOURS: 40 hours per week

LOCATION: Youth Services Department – Rosedale Branch, Rosedale, MD

NATURE OF WORK: Under the direction of the Youth Services Specialist, assist in facilitating after school programs for youth ages 11-17. Duties include but are not limited to supervising and recruiting teens in the library, evaluating participant experience throughout the program, assisting teens with project planning and follow-through, maintaining program materials, files, and budget, and providing general administrative support to the program. Uses various technologies to communicate with teens. In conjunction with the Youth Services Specialist, implements and evaluates the library's teen programs and services. Provides support for Youth Services and BCPL activities as appropriate. Performs related duties as assigned.

ESSENTIAL REQUIREMENTS OF THE JOB:

Ability to work independently and in groups. Ability to remember and follow through on multiple details. Commitment to internal and external customer service and the ability to work with people of diverse backgrounds. Ability to plan, coordinate and organize own work and the work of others. Ability to write and speak clearly, concisely and effectively. Physical ability to bend, lift up to 25 lbs. and push/transport up to 50 lbs. Knowledge of computer games is a plus. Ability to communicate effectively with staff and public, especially middle and high school age teens. Knowledge of Microsoft Front Page and Outlook are a plus.

MINIMUM QUALIFICATIONS: Bachelors Degree from an accredited college or university. Two years experience working with youth ages 11-17.

CONDITION OF EMPLOYMENT : This position may involve working evenings and weekends. Regular job attendance and punctuality. Must be able to travel throughout the system to multiple work locations and outside the system to attend meetings. This position requires a post-offer physical, drug screen and background check.

HOW TO APPLY: Application and resume should be submitted in writing to the Human Resources Department at 320 York Road, Towson, MD 21204 **no later than 5:00 p.m. August 8, 2008.** Fax: 410-887-3025; Email: human_resources@bcpl.net (MS Word attachments only).

DATE ISSUED: July 14, 2008
#2009-001

Baltimore County Public Library is an Equal Opportunity Employer and is committed to diversity in the workplace. The Library's policy is to treat all employees and applicants equally and without regard to their race, color, religion, sex, national origin, sexual orientation, disability status as a disabled veteran or veteran of the Vietnam Era. This policy is applicable to all aspects of employment, including recruitment, hiring, training and promotions.

IF YOU NEED ASSISTANCE WITH ANY ASPECT OF THE APPLICATION PROCESS, PLEASE CALL

HUMAN RESOURCES DEPARTMENT 410-887-6177 OR TDD – 410-821-570

U. S. LAW REQUIRES ALL APPLICANTS TO SHOW PROOF OF IDENTITY AND RIGHT TO WORK IN U.S.