



Job Title: Adult & Teen Services Librarian

Department: Programming

Reports To: Operations Manager

Status: Full-Time, Exempt/Non-Exempt

Schedule: 40 hours per week, including evenings and weekends as required

Location: Marion County Public Library, Lebanon, KY, with regular off-site outreach

Pay Range: \$15-\$17/hour, based on relevant experience, skills, and qualifications.

Position Summary

The Adult & Teen Services Librarian is a full-time public services position responsible for the development, coordination, and delivery of innovative, inclusive library services for teens and adults. This position balances teen-focused services (approximately 40%), adult services (approximately 40-50%), and cross-departmental planning and collaboration (approximately 10-20%) to support all-ages programming and community engagement.

The Adult & Teen Services Librarian works closely with library staff, schools, and community partners to design responsive programming, provide high-quality reference and readers' advisory services, and extend the Library's reach through outreach and collaborative initiatives. This position plays a key role in advancing the Library's mission to support lifelong learning, creativity, and community connection.

Essential Duties and Responsibilities

Teen Services (Approximately 40%)

- Develop, plan, and implement engaging in-house programs for middle and high school students that support literacy, creativity, social-emotional learning, and positive youth development.
- Provide regular outreach services through on-site visits to local middle and high schools, collaborating with teachers, counselors, and school librarians to promote library resources and programs.
- Build and maintain a welcoming, inclusive environment for teens within the library, ensuring that programs and spaces reflect teen interests and needs.
- Curate and maintain teen collections, including print, digital, and multimedia materials, with attention to diversity, relevance, and community interest.
- Provide reference, readers' advisory, and technology assistance to teen patrons.

Adult Services (Approximately 40–50%)

- Plan, coordinate, and facilitate adult programs, including book clubs, craft programs, educational workshops, and cultural or literary events.
- Lead or co-lead adult book discussion groups and support community-wide reading initiatives.
- Provide reference, readers' advisory, and technology assistance to adult patrons, including support with digital resources and information literacy.
- Assist with collection development for adult materials, including fiction, nonfiction, and audiovisual formats.
- Evaluate adult programs and services using attendance data, participant feedback, and community input.

All-Ages Programming, Planning, and Collaboration (Approximately 10–20%)

- Collaborate with library colleagues to plan, support, and deliver all-ages and intergenerational programs and special events.
- Participate in system-wide programming planning, grant-funded projects, and outreach initiatives.
- Build and sustain partnerships with community organizations, educators, and local agencies to enhance library services.
- Assist with program marketing, scheduling, documentation, and evaluation.
- Support library operations as needed, including desk coverage and special projects.

Knowledge, Skills, and Abilities

- Knowledge of current trends in adult and teen library services and programming.
- Strong program planning, facilitation, and evaluation skills.
- Ability to work effectively with diverse populations, including teens, adults, educators, and community partners.
- Excellent communication, organizational, and interpersonal skills.
- Comfort with outreach work and off-site programming.
- Ability to work independently and collaboratively in a team environment.
- Commitment to intellectual freedom, equity, inclusion, and the core values of librarianship.

Minimum Qualifications

- Bachelor's degree from an accredited college or university or equivalent combination of education and relevant experience in libraries, education, youth services, community programming, or a related field.
- Ability to obtain Kentucky Department for Libraries and Archives (KDLA) librarian certification within the required timeframe, as specified by KDLA and Marion County Public Library policy.
- Experience working with teens and/or adults in a library, educational, or community-based setting preferred.
- Strong communication, organizational, and interpersonal skills.
- Valid driver's license and ability to travel to local schools and outreach locations within Marion County.

Physical and Other Requirements

- Ability to lift and move materials and program supplies (up to 30 lbs).
- Ability to work evenings and weekends as required by programming and outreach schedules.

Marion County Public Library is an equal opportunity employer and is committed to creating an inclusive, welcoming workplace that reflects the community it serves.