

Location: Enoch Pratt Free Library

Job Title: Program Specialist, YA/Teens

Responsibilities: The Enoch Pratt Free Library is looking for an experienced Library Program Specialist to perform the day- to-day operations of designing and coordinating youth initiatives and programs. Special responsibilities will include the development and implementation of library programming for difficult to reach youth in the Baltimore City community.

Summary of Duties: The summary of duties listed below is not exhaustive. Additional duties are dependent upon the needs of the hiring department.

Under the direction of the Young Adult Services Coordinator:

- Oversees the Enoch Pratt Free Library's Community Youth Corps Program (CYCP): recruits, orients, and monitors eligible youth for the program.
- Works with Young Adult Services Coordinator to train, evaluate, and place youth interns in appropriate library programs and alternative sites.
- Works with library staff and youth interns to plan library events for all young adults, both branch-based and citywide programs such as Teen Summer Reading.
- Works with Young Adult Librarians, Branch Managers, and other appropriate staff members on youth related projects.
- Works with the Young Adult Services Coordinator to ensure quality services for youth at all library locations.
- Assists in the development of training materials, brochures, and flyers for youth programs.
- Prepares reports, attends meetings locally pertaining to work with young people in libraries.
- Works with other agencies, non-profits, schools and vendors to develop and implement programs.

Requirements: Bachelor's degree in Education, Leadership or young adult programming related fields. At least 2 years of experience working with teens. Master's Degree preferred

Salary Range: \$46,074

Application Process: Click on the link for more information

Special Requests:

Closing Date: Open until filled