



DATE OF JOB POSTING: September 15, 2023

Job Posting for Teen Services Coordinator/Librarian

HOURS & SALARY: Full-time 38-hours per week, with a starting salary of:

Teen Services Coordinator: \$20.33-23.75

Teen Services Librarian: \$46,622.14 – 58,470.28

Working at Laramie County Library System is about joining an award-winning organization that sets the bar for service regionally and nationally. The *Gale/Library Journal* 2008 Library of the Year, Laramie County Library System serves the people of Laramie County by encouraging and supporting lifelong learning and adventure. With nearly 385,000 yearly visitors to our 103,000 sq. ft. central library, two branch libraries, and bookmobile, Laramie County Library System champions a knowledgeable and engaged community.

The individual in this position will have the opportunity to perform superb service to teens in the community. This includes helping all ages of patrons on the second floor of the library; in particular, teens grades 7-12. The Teen Services Coordinator/Librarian is a member of the Youth Services Event Team is responsible for planning, developing and implementing library events for youth, which range from informative and educational to just plain fun! The Teen Services Coordinator/Librarian performs collection development activities and works closely with teen volunteers, especially the Teen Advisory Board. This position is vacant due to a resignation.

It is an exciting time to join the Youth & Outreach Services team! A passion for serving youth will be important to success. Come join us!

MINIMUM REQUIREMENTS

Teen Services Coordinator:

- Bachelor's degree in a related field; and
- One year of relevant experience working with teens and the general public; or
- The equivalent combination of education and experience.

Teen Services Librarian:

- Master's degree in Library and/or Information Science from an ALA-accredited college or university; and
- Two years of relevant experience working with teens and the general public; or
- The equivalent combination of education and experience.

SELECTION PROCESS

Interested applicants are encouraged to apply by completing a *Laramie County Library System Application for Employment* (available at <https://lclsonline.org/application-for-employment/>) and upload a cover letter and résumé. **The application deadline is Sunday, September 24, 2023 at 11:59 p.m.** The hiring committee will contact applicants who are selected for further testing or interviews. As a courtesy, we notify all applicants by mail when a position is filled. Hiring is contingent on a post-offer criminal history background check.

WORK SCHEDULE

The schedule consists of day, weekend, and evening hours. **Anyone who works for the library must be willing to work anytime the library is open.** *Laramie County Library* (Cheyenne) hours are Monday – Thursday 10:00 a.m. to

9:00 p.m., Friday and Saturday 10:00 a.m.to 6:00 p.m., and Sunday 1:00 p.m. to 5:00 p.m. All library employees are scheduled to attend monthly staff meetings. This position works a rotational schedule.

SAMPLE SCHEDULE: 38-hours

	MON.	TUE.	WED.	THU.	FRI.	SAT.	SUN.
Week #1	9:00am – 6:00pm (8 hrs.)	9:00am – 6:00pm (8 hrs.)	9:00am – 6:00pm (8 hrs.)	1:00 – 9:00pm (7 hrs.)	10:00am – 6:00pm (7 hrs.)	OFF	OFF
Week #2	OFF	9:00am – 6:00pm (8 hrs.)	9:00am – 6:00pm (8 hrs.)	1:00 – 9:00pm (7 hrs.)	10:00am – 6:00pm (7 hrs.)	9:00am – 6:00pm (8 hrs.)	OFF
Week #3	9:00am – 6:00pm (8 hrs.)	9:00am – 6:00pm (8 hrs.)	9:00am – 6:00pm (8 hrs.)	1:00 – 9:00pm (7 hrs.)	10:00am – 6:00pm (7 hrs.)	OFF	OFF
Week #4	9:00am – 6:00pm (8 hrs.)	9:00am – 6:00pm (8 hrs.)	9:00am – 6:00pm (8 hrs.)	1:00 – 9:00pm (7 hrs.)	10:00am – 6:00pm (7 hrs.)	OFF	OFF

BENEFITS

- Employees pay into Social Security.
- LCLS pays both the employee (currently 9.25%) and employer percentage (currently 9.37%) to WRS, if an employee is vested and leaves prior to retirement, only the employee portion, as defined by state law, is available to the resigning employee. The employer portion remains with WRS. If the employee is vested and retires from the library, the monthly benefit is based on years of service and average salary. The benefit received will last for the employee’s lifetime, even if those benefits exceed what was deposited by the library on their behalf.
- LCLS also pays 100% of the premium for \$25,000 term life insurance policy for the employee.
- This position receives paid time off for 13 holidays, vacation and sick leave, and one personal day each year. Vacation leave is accrued based on the number of hours worked, so is not a lump sum, but is earned over time. Employees are eligible to use vacation leave after six months of employment (prior commitments are negotiable). For the first two years, employees earn up to two weeks of vacation leave per year. The number of weeks of vacation leave increase with years of service.
- Medical insurance and a separate dental plan are available at the employee’s option. LCLS pays 85% of the cost for the medical and dental insurance premiums and the employee pays the remaining 15%.
- A deferred compensation plan, prepaid legal services agreement, vision coverage, and other supplemental insurance options are also available at the employee’s expense.
- Employees may join the YMCA without an initiation fee.
- Employees may join the Cheyenne-Laramie County Employees Federal Credit Union.

LCLS is an equal opportunity employer. We support and adhere to the tenets of the Americans with Disabilities Act. LCLS is an at-will employer. LCLS provides a drug-free workplace for its employees in accordance with the requirements of the US Drug-Free Workplace Act of 1988. Hiring is contingent on a post-offer background check.

QUESTIONS

For questions about this position, contact Beth Cook, Deputy Director of Public Service at bcook@lclsonline.org.