



PO Box 1009
Redding, CT 06875
(203) 938-2545

About

Mark Twain Library

Duties

Position: TEEN PROGRAMMER

Date Available: **Immediately**

Salary: **\$20/hour (up to 20 hours per week)**

Schedule: **Flexible, includes afternoons and occasional weekend**

Reports to: **Assistant Library Director, Head of Children and Teen Services**

Founded in 1908 by the American writer, humorist, entrepreneur, publisher, and lecturer, Samuel Clemens, the Mark Twain Library provides public library services to the town of Redding, CT.

The Mark Twain Library seeks a creative and energetic program coordinator to work with the Head of Children and Teen Services to design, execute, and evaluate programs for library visitors ages 10-18. The ideal candidate will be self-motivated, inventive, and have a penchant for working with tweens and teens.

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- Working in cooperation with the Head of Children and Teen services and the Children's Librarian to plan and execute in-person and some virtual programs for teens year-round
 - Developing a wide variety of programs for teens after school
 - Evaluating potential presenters and program content to ensure that teen programs meet the needs of the Redding community for this age group
 - Executing in-person teen programs including all set up to clean up tasks
 - Managing any virtual teen programs from registration to recording, when applicable
 - Assisting with the promotion of teen programs, including but not necessarily limited to creating web posts, flyers and communications with patrons, in cooperation with the Communications Associate
 - Other duties as assigned by the Head of Children and Teen Services

Qualifications

- Bachelor's degree and relevant work experience, or equivalent combination of education and experience
- Available to work a flexible schedule that regularly includes afternoons and occasional weekends
- Effective communication skills
- Ability to work as part of a team
- Strong computer skills with working knowledge of Google Suite and Word
- Ability to lift up to 40 pounds and ability to push and pull carts weighing up to 80 pounds

Apply

Email your resume to Director@MarkTwainLibrary.org

The Mark Twain Library is an equal opportunity employer. We extend equal opportunity to all individuals without regard to race, color, religion, age, gender, marital status, national origin, ancestry, past or present history of mental disorder, learning disability, physical disability (including blindness), sex, genetic information, sexual orientation, gender identity or gender expression, pregnancy, childbirth and related medical conditions or any other status protected under applicable federal, state, or local laws.
