

Hartford Public Library Job Description

Date: July, 2014

Position: Lead YOUmedia Mentor

Department: Youth & Family Services/YOUmedia

FLSA: Non-exempt

Reports To: YOUmedia Manager

Supervises: No supervisory responsibility

SUMMARY OF RESPONSIBILITY:

The Lead Mentor will be part of the team at YOUmedia Hartford, a new digital learning center for teens. The Lead Mentor is an instructor, artist, and technologist who guides youth as they explore digital media and library resources. The Lead Mentor is an integral part of the program, responsible for creating and maintaining teen project groups and mentoring relationships. The Lead Mentor will help oversee the implementation and use of various technologies, create and lead workshops and project groups, and serve as a mentor and role model to teens. This position ensures the highest level of service is provided by staff to all customers.

Essential Functions:

- Plan, design, write, schedule and lead workshops and project groups in the arts and/or digital media using music production, video production, graphic arts, photography, fashion design, game design, and Makerspace activities.
- Manage teen mentoring relationships with staff, visiting artists, and mentors.
- Implement educational directives of connected learning and traditional teen programming
- Coordinate teen roles as producers, artists, managers, and designers of digital media.
- Instruct students in the use of online resources to track their project work
- Organize and critique student work.
- Arrange showcases of student work online and in the YOUmedia center.
- Help maintain and grow social network initiatives for the YOUmedia program
- Develop YOUmedia program schedules and manage class offerings, including a database of programs.
- Help maintain and trouble-shoot digital technologies in the YOUmedia center.
- Help coordinate school partnerships and pilot programs to advance the YOUmedia model.
- Visit area high schools to promote services and programs.
- Visit library branches to promote services and programs.
- Help implement and evaluate program partnerships with educational, cultural, and civic organizations to develop collaborative projects for teen patrons.
- Keep informed of emerging technologies, current trends, improved programs and processes to better meet the needs of the community.
- Assist in evaluation and purchase of new technologies and program supplies
- Maintain records and prepare statistical reports as requested monthly and annually.
- Ensures safe conditions for staff, public, and building operation. Takes appropriate action in building emergencies.
- Provides welcoming customer service to all customers.

- Positively reflect Hartford Public Library's mission, vision, and values to staff and the public.

Other Functions:

- Attends professional meetings, maintains active membership in state, regional, and national library associations; participates in activities of professional organizations;
- Performs related duties as required.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

QUALIFICATIONS AND COMPETENCIES:

- Bachelor's Degree in Instructional Technology, Graphic Design, Music Production, or a related discipline is preferred.
- Minimum of two years of experience teaching digital media, or two years of professional career experience in a related technological field is required.
- Proficiency in technologies such as music production, video production, graphic design, photography, game design, fashion design, Makerspace activities, and/or social media is required (proficiencies in more than one discipline preferred).
- Previous digital media portfolio of work is required.
- Experience in fine arts in such areas as spoken word, rap, musical composition, painting, sculpture, collage, animation, cinema, theater, creative writing, and/or other areas preferred.
- Previous Library experience highly desirable.
- Previous experience in a service organization preferred.
- Experience designing, planning, publicizing, and conducting a program schedule for Teen Services.
- Solid knowledge of trends in print and digital library resources for teen patrons.
- Experience using social media technology (i.e. Facebook, Twitter, YouTube, etc.) is required.
- Solid working experience in designing course curriculum within a technology setting is preferred.
- Experience working with teens required.
- Demonstrate sensitivity and commitment to the needs of teens.
- Thorough knowledge of and background in various types of informational materials in a variety of formats including electronic.
- Strong commitment to working within a team environment is required.
- Solid working knowledge of all MS Office suite software is required.
- Ability to prioritize, complete multiple tasks, and meet program deadlines.
- Ability to provide welcoming and effective customer service.
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, the public and others.
- Solid written and verbal communication, listening, organization and priority setting skills.
- Valid Driver's License is required.

Mental and physical requirements:

The Physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform continuous bending, twisting, stooping, reaching, pulling of a cart, and lifting of moderate to heavy weight material up to 50 lbs.
- Must be able to walk, sit and stand for extended periods during the shift.
- Must be able to travel to all facilities within the city, during all weather conditions.
- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to keep his/her composure with the public and co-workers in everyday, potentially stressful situations.

Review and understanding:

I have read and understand the contents of this job description, and agree to abide by Hartford Public Library’s policies, procedures and practices.

Print name: _____

Signature: _____ Date: _____