

**Job Title: Teen Outreach Program Leader**

**Purpose:** The Teen Outreach Program Leader directly engages the teenage community of St. Charles County through programs and book discussions at residential and outreach centers including the Juvenile Detention Center. Each Program Leader will manage one or more Teen Outreach Program to include program facilitation and/or lead book discussions at the location.

**Location:** Multiple sites throughout St. Charles County, but responsibilities will be assigned from the Administrative Office located at 77 Boone Hills Dr. St. Peters, MO 63376.

**Key Responsibilities:**

- Leads programs at residential and outreach centers serving teens
- Manages all program materials and returns materials in a timely manner (including Books to You Sets for book discussions)
- Works with staff at residential and outreach centers as needed to create programming
- Works with Extension Services Specialist to order materials for community partner locations
- Helps collect information from assigned community partner locations

**Reports to:** Extension Services Specialist

**Length of Appointment:** The Teen Outreach Program Leaders will serve for at least one year and can stay on as a permanent position.

**Time Commitment:** Two programs per month (mutually agreed upon time by Teen Outreach Program Leader and partner residential center contact) for up to two hours each time. Additional time may be needed to pick up and return materials to a library branch.

**Qualifications/Requirements:**

- Passion for our teenage community, literacy, and helping others
- Willingness to work with at-risk youth
- Trained in young adult book discussion techniques (provided by district if needed)
- Knowledge of teen literature and programs or a willingness to learn about these areas
- Basic knowledge of working in office environment including computer data-entry
- Pleasant manner, patience, problem-solving ability, dependability
- Ability to multi-task and manage multiple projects
- Ability to lift 25 pounds
- All Library Foundation volunteers are required to get a background check. Some partner facilities require additional clearance.
- Vehicle to travel to partner locations

**Support:** Training/orientation for this position will be provided. In addition, the Extension Services Specialist will be available for questions and assistance.

**Age Requirement:** 18 years or older

**Dress Code:** Business Casual