

Pottsboro Area Public Library

Job Description

**Date:** September, 2016

**Position:** Media Mentor (Part-Time)

**Reports to:** Library Director

Summary of Responsibility: The Media Mentor is an instructor, researcher, and technologist who guides patrons as they explore apps and library resources.

The Mentor will create and maintain special-interest groups and mentoring relationships. The Mentor will assist with the implementation and use of various technologies, create and lead workshops, storytimes and project groups, and serve as a mentor and role model. The Mentor is also responsible for trouble-shooting technological difficulties, assisting with hardware and software issues, managing supplies, and the set-up for media events.

**Essential Functions:**

- Plan, design, write, schedule and lead workshops and project groups.
- Implement educational directives of connected learning.
- Instruct patrons and caregivers in the use of online resources.
- Help implement program offerings.
- Organize and collect feedback.
- Help maintain and grow community relationships.
- Help develop program schedules and teach class offerings.
- Help maintain and trouble-shoot digital technologies.
- Visit childcare centers to promote services and programs.
- 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
- Manage and maintain supplies.

- Set up for digital events.
- Maintain records and prepare statistical reports as requested monthly and annually.
- Positively reflect Pottsville Area Public Library's mission, vision, and values to staff and the public.

**Other Functions:**

- Performs related duties as required.

**QUALIFICATIONS AND COMPETENCIES:**

- At least 1 years of experience teaching digital media, or 1 year of professional career experience in related technological field is required.
- Proficiency in technologies such as music production, video production, graphic design, photography, Makerspace activities, and/or social media is required (proficiencies in more than one discipline preferred).
- Previous library experience highly desirable.
- Previous experience in a service organization preferred.
- Experience designing, planning, publicizing, and conducting a program schedule.
- Solid knowledge of trends in digital library resources for special populations.
- Experience using social media technology (i.e. Facebook, Twitter, YouTube, etc.) is required.
- Experience in designing course curriculum within a technology setting is preferred.
- Experience working with special populations required.
- Demonstrate sensitivity and commitment to the needs of special populations.
- 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.