

# New Canaan Library

## Teen Services Librarian

### Our Mission

To be an essential place for lifelong learning and a vibrant hub for knowledge, culture, and connection for everyone in our community

### Our Values

Lifelong learning  
Community  
Inclusion

This is a permanent, full-time position serving the youth (11-18) of our community. The position is responsible for the programming, planning, delivery, and evaluation of the library's services and collection for our young adults. The position reports to the Manager of Family Services and is a member of the Family Services Team.

### Key Functional Relationships

#### Internal

- Manager of Family Services
- Senior leadership team
- Children's Librarians
- Adult Collection Management Team
- Other Library staff

#### External

- Teens in the community
- Caregivers and families
- Educators and youth-focused community organizations and non-profits

### Job Description

#### Deliverables/Accountabilities

- Actively participates in long-range strategic planning for Teen area
- Advocates for youth in the library and in the wider community
- Creates and contributes to services, programs and collections that attract an increasing number of targeted clientele (ages 11-18)
- Sets goals and measures impact for long-term programming and services
- Seeks out and forms partnerships with other relevant organizations in the local community
- Develops and maintains collaborative relationships with the local high schools and middle schools
- Consistently provides exceptional service at the Teen Information/Service Desk
- Provides information and readers advisory to target group

- Promotes programs and services using relevant tools
- Develops and maintains clear documentation for all programs and services
- Maintains the teen area of library website
- Continually plans and organizes material displays for easy patron access
- Coordinates any volunteers in the YA area
- Plans, directs, and manages acquisitions of young adult materials within a prescribed collections budget
- Collaborates with Children's Team to develop the collection of print and digital materials for youth from ages 12-18
- Develops and maintains clear documentation for all ordering of young adult collection
- Actively participates in Family Services special projects
- Collaborates with all other departments to ensure seamless and excellent service to our community
- Responsible for keeping up-to-date with new materials and trends in youth services
- Serves on library committees or projects as needed
- Other duties as assigned

### **Skills & Attributes**

- Empathetic with a genuine affinity for youth
- Develops rapport easily with tweens and teens
- Deep, broad knowledge of middle grade and young adult literature
- Focused on excellent customer experiences for youth and adults in the library environment (physical and virtual)
- Excellent and effective organizational and communication skills
- Self-starter who takes initiative, and has the ability to creatively spark ideas and solve problems
- Confident and capable user of digital resources and technologies
- Agile, able to adapt easily to a changing environment and work on multiple projects simultaneously
- Personal and professional commitment to ongoing professional development and expertise in youth librarianship including currency & trends on youth services in libraries
- Both participates in and leads in-house professional development with colleagues

### **Competencies**

- Focus on positive user experience
- Innovation in development of services and collections
- Continuous improvement: monitoring and evaluation of young adult collections and services. Use of evidence-based decision making
- Professional demeanour
- Knowledge of the developmental needs of tweens and teens at various ages, and corresponding library services and materials
- Advocate for youth
- Knowledge of current library trends and best practices, specifically within teen services
- Knowledge of materials in print and digital formats as well as knowledge of current publishing trends and popular authors

**Qualifications / Experience**

1. Master's Degree in Library Information Science from an ALA accredited university with concentration in youth services preferred (can be in last semester) or equivalent relevant qualification and work experience
2. Previous experience working with youth
3. Proficiency with new and emerging technologies

**Starting Salary**

- Starting Salary \$54,500+ depending on qualification, plus an attractive benefits package

**Requirements**

- Salaried role, minimum 35 hours/week, majority worked onsite, including a weekly evening shift and weekends in rotation
- Up to 4-6 hours on the Teen Service Desk per workday and assisting on additional service desks as required

Interested applicants should send a cover letter and resume to Marie Aspinwall (she/her), Manager of Family Services, [maspinwall@newcanaanlibrary.org](mailto:maspinwall@newcanaanlibrary.org) by 23 December, 2022