



## **Teen Library Assistant (part-time)**

### **New Canaan Library 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

### **Overview**

This part-time position of up to 15 hours per week, includes regular weekend and weekday after school shifts. The ideal candidate will be available to work on Mondays, Thursdays & Fridays after school and every other Saturday 2-5 PM. If applicant is over the age of 18, a background check will be required.

### **Role Purpose**

Position will staff the public Teen Service desk and will assist with teen programming and other special projects. The position reports to the Teen Librarian and is a member of the Family Services Team.

### **Responsibilities**

- Provides between 2-3 hours per workday of consistently exceptional service at the Teen Service Desk
- Provides information and readers' advisory to teens and their families /caregivers
- Actively monitors and manages Teen Room conduct during desk hours
- Actively participates in Family Services special project execution
- Develops and maintains clear documentation for all programs and services
- Collaborates with other departments to ensure seamless and excellent service to our community
- Other duties as assigned

### **Skills & Attributes**

- Develops rapport easily with tweens and teens
- Empathetic with a genuine affinity for youth
- Enjoys working with tweens & teens and their caregivers
- Deep, broad knowledge of teen literature
- Excellent and effective organizational and communication skills
- Confident and capable user of digital resources and technologies
- Able to set and maintain boundaries for tweens/teens
- Understands typical teen development and behavior

- Resilient and can maintain composure in a very busy service environment
- Focused on excellent customer experiences for youth and adults in the library environment (physical and virtual)
- Maintains confidentiality and is discreet
- Previous experience working with teens
- Bachelor's or Associate Degree (People in their last semester are invited to apply)

**Salary**

\$20.00/hour

Please send a cover letter and resume to [recruitment@newcanaanlibrary.org](mailto:recruitment@newcanaanlibrary.org) with the subject line "Teen Library Assistant." Position will remain open until filled.