

<b>Position Title:</b>	Teen Librarian	<b>Date Revised:</b>	12/05/25
<b>Department/Subdivision:</b>	Library	<b>Classification:</b>	Regular/ Non-Exempt
<b>Salary Scale/Grade:</b>	3	<b>Reports to:</b>	Director

**General Description:**

Under the direction of the Director, The Teen Librarian manages youth programming and family outreach services to the community. This includes offering dynamic programs for all ages, with special focus on middle schoolers and young adults. Actively creates and maintains strong community connections via outreach to schools, children and family related organizations, and community festivals. Works collaboratively with Head of Youth Services to support all children's and young adult services.

This is a key leadership position that requires collaborative work with all departments.

**Essential Duties & Responsibilities:**

**Middle School and Young Adult Programming:**

Develops, conducts, and evaluates programs for youth with a focus on middle schoolers and young adults. This includes implementing ongoing programs and developing new strategies for serving those patrons.

Develops marketing strategies to promote youth programs, the collection, and other services including assisting with library social media and newsletters.

Writes press releases and provides other publicity information to local newspapers and town postings for youth programs.

Works collaboratively with the Head of Youth Services Librarian to develop and conduct the summer reading program and special events for youth, on-site and off-site.

**Community Outreach:**

Collaborates closely with Head of Youth Services to plan and implement outreach efforts.

Cultivates strong partnership with public and charter schools in Peterborough. Annually re-establishes connections and serves as active point-person for school faculty and staff.

Cultivates strong partnerships with community organizations service youth and families. Works to connect patrons to organizations and keep staff updated on what services are available.

Evaluates services often to identify groups not benefiting from library services and creates programs and services, including passive programs, to reach these groups.

Assists with social media accounts and creates consistent content. Works with other staff to assist with the task as needed and ensures dynamic and creative content.

Contributes to visually appealing patron newsletters that generate interest for library programming and services.

**Collection Development:**

Selects materials for Middle Grade and Young Adult collections consistent with the collection development policy.

Evaluates those collections for balance and comprehensiveness and routinely schedules withdrawals of materials.

Works on special projects to strengthen the organization and classification of the collection.

Creatively merchandises library collection via displays, passive programming, online newsletters and other promotions.

Actively reads youth literature, professional journals, and online resources to maintain strong collection knowledge.

Assists Head of Youth Services with collection development of youth collection as needed.

**General Children's Services:**

Regularly serves on Youth Services Desk as assigned.

Provides reference service to children, parents, and teachers.

Provides active and passive reader advisory services and trains other staff to gain needed skills to do the same.

Actively engages with youth after school and during other busy times in the Children's Room and YA areas of the library.

**Other Duties and Responsibilities:**

Attends professional library conferences, seminars, and network committees; reads professional literature; attends and participates in staff meeting discussions.

Completes training as needed to stay current with emerging technologies and their application in the public library.

Other duties as assigned.

**Competencies:**

Ability to work effectively as a member of a team.

Ability to work independently while maintaining effective working relationships with all levels of staff in the library system.

Commitment to excellence in customer service.

Ability to maintain confidentiality and use appropriate judgment in handling information and records.

Knowledge of library operations, policies and procedures.

Ability to communicate effectively both orally and in writing, to establish positive public relations for the library, and to interact effectively with a wide variety of people.

Considerable ability to pay attention to detail. Knowledge of standard library procedures, current information technology, Internet and database search capabilities.

Highly motivated, creative and flexible with the ability to prioritize tasks and work independently. Must enjoy working on multiple projects within all library departments

**Required Education & Experience:**

Three-five years' experience in public library service. Experience working with youth.

MLS or Paralibrarian certification at level 2 or higher preferred, or other combination of work and higher education.

Expert knowledge of public library science principles and practices.

Must have advanced technical skills especially with Microsoft Office Suite and Integrated Library systems and have considerable knowledge of graphic design basics and social media.

**Supervisory Responsibilities:**

Occasionally assists in directing volunteers.

**Work Environment:**

Normal office environment, not subject to extremes in temperature, noise, odors, etc.

Extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.

Regular interruptions to assist public and co-workers.

**Physical Demands:**

Regularly required to walk, stand, bend, reach, and lift books, and materials, as well as go up and down stairs.

Regularly required to walk short distances.

**Travel:**

Occasional travel to professional development opportunities

**Position Type / Expected Hours of Work:**

This is a full-time position. Expectations are for some nights and occasional weekends as part of a rotation.

**Additional Eligibility Qualifications:****Work Authorization / Security Clearance:**

- Must pass a pre-employment drug screening
- Must pass a Local, State, and Federal criminal background check
- Must pass a State of New Hampshire Department of Motor Vehicles background check

**EEO Statement:**

The Town of Peterborough provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, race, creed, marital status, familial status, physical or mental disability, or national origin. In addition to federal law requirements, Town of Peterborough complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall transfer, leave of absence, compensation, and training.

**Duties & Responsibilities are Subject to Change:**

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures:**

This job description has been approved by all levels of management:

Department Director \_\_\_\_\_ Date \_\_\_\_\_

Human Resources \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_