Job Title: Teen Services Assistant
Hours: Part-time 24-28 hours per week; includes evenings and every other Saturday
Compensation and Benefits: Starting pay of $17.50 - $18.90 DOE. Position has a pay scale of $17.50 - $30.30/hr; sick and personal PTO; simple IRA retirement plan with employer-matching contributions up to 3% and tuition reimbursement after 1 year of employment.

SUMMARY:
Derby Neck Library is seeking a proactive, creative, and friendly Teen Services Assistant to join our dynamic and collaborative team in the smallest city of Connecticut, population ~12,000. The Teen Services Assistant works under the direction of the Teen Services Librarian in developing unique and responsive programming, collections, and services for tweens as young as 10 and teens as old as 19. The Teen Services Assistant may also support the Children's and Adult Services Departments at times.

The ideal candidate will be highly tech savvy, safety-minded, patient, and compassionate of the challenges and needs of this population. They will have the ability to develop engaging programs centered on teen culture, media, and life skills; set boundaries and expectations for acceptable behavior in our busy Teen Space; and maintain composure while working with even the most challenging patrons.

The library's current teen population enjoys crafts, gaming, and socializing in our Teen Space. Derby Neck Library welcomes candidates who bring their own unique interests and perspectives to help support this population in learning critical social skills, meeting their technological needs, and preparing for the adult world. We are especially interested in candidates who have experience in and passion for gaming software and systems, Dungeons and Dragons campaigns or oneshots, and STEM programming.

This position requires substantial patron interaction, including desk coverage, readers' advisory, and program facilitation. Strong communication and interpersonal skills are essential, as well as familiarity with current and emerging technologies and trends. Candidates with a demonstrated history of teen program facilitation and event development are strongly encouraged to apply.

ESSENTIAL JOB FUNCTIONS:
1) Assists in the development and implementation of library programs, special events, and Summer Reading
2) Promotes library events via the library's website, flyers, social media, email,

3) newsletter, print, TV, and radio marketing and coordinates event registrations when
4) necessary
5) Assists in selecting and processing print and electronic materials
6) Straightens shelves and maintains book/material displays
7) Builds and maintains a strong working knowledge of the circulation system
8) Builds and maintains a strong working knowledge of current and emerging technologies
9) Works desk shifts as scheduled, including responding to patron requests, answering phones, coordinating event and newsletter registrations, etc.
10) Deals tactfully and courteously with the public and upholds all confidentiality rights of patrons and patron records
11) Performs other duties as assigned
12) Displays professional conduct and appearance at all times while performing duties.

REQUIRED QUALIFICATIONS:

- High school Diploma or GED
- Comfortable with basic computer usage, including email, browsers, and office suites like Microsoft 365, LibreOffice, or GSuite
- Experience working with various social media platforms and Canva
- Familiarity with current and emerging technologies
- A strong background in print and non-print media of interest to teens and tweens
- Strong organizational, problem-solving, and time management skills
- Patience, tact, and excellent communication skills
- A cooperative and collaborative team spirit

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Library Science or a related field
- Knowledge of library best practices and/or experience working in public libraries
- Experience creating and conducting programs and/or fostering community engagement
- Bilingual language skills

ABILITIES:

- Ability to continuously bend, twist, stoop, reach and pull
- Ability to keep composure in everyday, potentially stressful situations
- Ability to meet a flexible work schedule, including evenings and weekends
- Lifting of moderate to heavy weight material up to 30 lbs

Interested applicants should submit a cover letter and resume to **Krissy Warrenger, Head Librarian & Director,** at **headlibrarian@biblio.org** before **8:00pm on Sunday, November 8th, 2026**. Remember to specify the position you are applying for. Review of resumes will begin after the deadline, and interviews will take place in mid-November 2026.

Note: *Nothing in this job description restricts the ability of Derby Neck Library to assign or reassign duties and responsibilities to this job at any time. This description reflects the basic essential functions and expectations to be successful in this position; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.*

EEO: *In accordance with applicable law, Derby Neck Library provides equal employment opportunities to all employees and applicants without regard to race (including ethnic traits historically associated with race such as hair texture and protective hairstyles), color, religion, age, sex, pregnancy, marital status, national origin, ancestry, past or current mental or physical disability, genetic information, military or veteran status, sexual orientation, gender identity or expression, civil union status, status as a victim of domestic violence, or any other legally protected status.*

About our team culture: *At Derby Neck Library, our patrons and staff come from all walks of life, and we all have unique experiences. This diversity is a cornerstone of our mission that helps us understand our community, identify challenges, and discover meaningful solutions together. We intentionally foster an inclusive, collaborative environment where all can feel welcome, heard, and valued. We are actively seeking candidates who share this vision.*