

**Position Title:** Teen Services Librarian

**Posting Date:** December 5, 2025

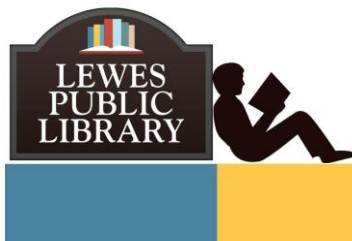
**Closing Date:** January 11, 2026

**Immediate Supervisor:** Director of Children's Services

**Position Description:** This position is a supervisory position and manages the teen department of the library, including developing the teen collection, planning, coordinating, and conducting programming, and providing service at the circulation desk, in accordance with established library policies. The person in this position is expected to work independently and to provide materials and programs designed to foster literacy and enthusiasm for learning. **Regular evening and Saturday hours are required.**

**Primary responsibilities include:**

- Initiate, plan, and conduct a variety of programs and activities to encourage the use of the library by teens.
- Oversee development and maintenance of teen collections.
- Purchase, weed, and promote teen materials.
- Oversee the library's Teen Advisory Board & Roots & Shoots Program
- Foster and oversee the Teen Volunteer Program, including supervising teen volunteers.
- Assist patrons, especially teens, in use of library resources and technology, including computer/Internet use.
- Assist teens in finding desired materials.
- Create promotional materials and displays to highlight teen collections and services.
- Craft and coordinate outreach to local schools and organizations. Coordinate with parents and teachers to support educational objectives.
- Partner with local agencies and organizations that serve teens.
- Inform staff on current programming.
- Assist staff in providing and assuring a safe and accessible library environment.
- Participate in County and State initiatives.
- Participate actively in trainings, meetings, workshops, and conferences to maintain awareness of developments relevant to current and future library services.
- Organize a first-rate summer reading program that engages the entire community.
- Organize an annual Teen Job Fair
- Back up main circulation desk as needed.
- Perform other related duties and responsibilities as may be required.



## **Required knowledge and abilities:**

### **Knowledge of:**

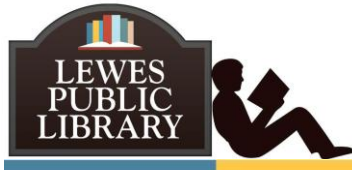
- recreational and educational needs of teens;
- current trends in library services for teens and teen literature;
- theories, principles, and objectives of library science;
- teens' reading and learning resources; and
- standard library procedures, current information technology, and current trends and developments in the library field.

### **Ability to:**

- translate teen needs into effective library services and programs;
- communicate and work effectively with the public;
- provide instruction to patrons of all ages and abilities;
- establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public;
- prioritize tasks;
- exercise independent judgment in implementing established policies and procedures;
- maintain records, prepare reports, maintain databases, and create spreadsheets;
- handle multiple tasks/projects.

**Qualifications:** A Master's Degree in Library Science or a related field and three years of progressively responsible library experience; or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities may be substituted for education. Proven successful experiences in a work environment emphasizing shared decision making and teamwork. Excellent oral and written communication skills with adults and children, organizational and analytic skills, flexibility, a genuine enjoyment of the public, and the ability to handle stressful situations. Knowledge of: Internet searches/navigation, Microsoft Office products (Word, Excel, Outlook), and basic computer troubleshooting. Must be willing to work evenings and weekends, as the schedule requires.

**ADA Requirements:** This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force to constantly move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of work frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, stooping, reaching, walking, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.



**Compensation:** A competitive salary based on skills and experience and benefits package.

**To apply for this position:**

Submit a cover letter and resume via email to: [lewes.library@gmail.com](mailto:lewes.library@gmail.com)

Applications may also be turned in, in-person, at the library, 111 Adams Avenue, Lewes, DE

**The application period for this position closes Sunday, January 11, 2026**