**Essential Tasks**: This is not an exclusive list. Other duties may be assigned and work on these tasks will be done in concert with the Library Associate 2 position.

* Staffing the Teen reference desk, answering phone calls and basic reference questions
* Aids in the planning and maintaining teen collection. This may include regular shelving, and re-allocation of resources at the direction of LA 2.
* Reads reviews and suggests books and other materials for purchase in the teen dept. Attends regular monthly meetings with the Library Associate 1 and the Children’s Services head to discuss collection development issues.
* Assists library users in the training and use of library resources.
* Assists in planning and conducting a variety of programs for teens ages 12-18, e.g. ComicCon, Book discussions, game nights, cultural enrichment programs, community outreach.
* Becomes facile with programs such as Discord, Crowdcast, Zoom, and gaming programming hardware, as well as with other emerging technologies to help with teen programs.
* Assists Library Associate 2 with creation of press releases, flyers, and other PR channels when needed. This may include aiding Children’s staff in accessing technical resources.
* Conducts and/or assists with Teen Advisory Board meetings.
* Assists LA 2 and Children’s Dept. Supervisor in developing strategic planning goals and objectives for the Teen Dept. to be submitted to the Head of Children’s Services
* Works under the direction of the Children’s Supervisor and Library Associate 2 to connect the library with other community partners who are interested in teens.
* Presents to community groups to explain library programs and services in the absence of the LA 2 position.
* Other duties as assigned (Includes attending workshops or other educational opportunities to advance in profession, strives to maintain neat & orderly teen area.)