

# Mary Wood Weldon Memorial Library

**Position:** Youth Services Manager (full time)

**Immediate Supervisor:** Library Director

**Salary:** Salary will be commensurate with education and experience

## **Overview:**

The Youth Services Manager is responsible for managerial and technical work in planning and organizing the Youth Department. The Youth Services Manager supports and interprets the library's mission, policies, and procedures in a patron-responsive manner. The Youth Services Manager has the ability to exercise independent authority.

Library employees are expected to act as an advocate for literacy, for Mary Wood Weldon Memorial Library, and for libraries in general.

## **Education, Training, and Experience:**

- A Bachelor's degree in a related discipline, 0-3 years of library or related work experience. Combinations of related education and experience that provide the required knowledge, skills, and abilities will be considered.
- This job requires working occasional evening and Saturday hours, along with normally scheduled daytime hours.
- Certification will be obtained from KDLA in a timely manner

## **Job duties:**

- supervise, train, and provide guidance to staff and volunteers assigned to the Youth Services Department
- provide a yearly performance evaluation of all staff in the Youth Services Department
- work effectively with other staff and library departments, and take on other duties as assigned
- create a monthly schedule for the Youth Services Department employees
- contribute to policy and procedure development for the Youth Services Department and interpret said policies to patrons and Youth Services Department staff and volunteers
- maintain the collection for the youth department, including selecting print materials for children and youth from ages 0-18, weeding the youth collection on a regular basis, and identifying material in need of repair or replacement
- provide basic reader services including reference and reader's advisory
- plan and implement the youth collection budget and the youth programming budget, and search out grant opportunities to increase and improve the Youth Services Department
- prepare monthly statistical reports for review by the Library Director
- regularly update the "New and Upcoming" children and teen books online, and the calendar for the Youth Services Department online
- represent the library at trainings and meetings, both locally and statewide, and participate in professional development opportunities
- maintain an awareness of current library issues and trends

- work collaboratively with local agencies
- continually promote programs, ensuring community members and library patrons are up to date on library events
- perform circulation duties as needed
- plan and present educational and non-educational children's, youth, and family programs in the library (as well as delegating some programming responsibilities to other Youth Services Staff), including but not limited to:
  - Programs for children and youth ages 0-18
  - Story Hour programs for babies, toddlers, and preschool aged children
  - Homeschool programs
  - Holiday programs
  - Any other in-house children's programs
  - Occasional in-school programs
  - Weekend and evening programs
  - Outreach programs targeting youth in the community
  - Summer Reading Program/Activities
- Other duties as assigned

**Necessary Skills, Knowledge, Abilities:**

- Knowledge of library services and operations, publishing trends, and the ability to ascertain the reading interests of children and teens in Barren County
- Commitment to excellent customer service and exemplary interpersonal and communication skills
- Ability to work independently with a high degree of discretion and judgment, as well as analyze issues to solve problems in consultation with the Library Director
- Ability to manage time and resources to achieve results
- Ability to master the Library's computerized circulation and cataloging software; ability to operate, troubleshoot, and perform general maintenance on Library and office equipment
- Firm command of verbal and written communication
- Flexible, adaptable, and able to flourish as an essential part of a growing team

**Minimum Physical Requirements:**

- Walking, standing, sitting, bending, stooping, and reaching, with possible exposure to dust
- Use of a computer monitor, keyboard, and mouse
- Lifting up to 40 pounds and pushing loaded book truck with up to 35 pounds of pressure
- Ability to communicate effectively using speaking, hearing, writing, and reading