
Youth Services Manager

Salary Range: \$52,000 - \$104,000 annually
Reports to: Assistant Director
Remote Opportunity: Up to 25%

The Youth Services Manager is an enthusiastic, compassionate, creative individual who connects with youth and families, establishes community relationships, and organizes programs that support early literacy and school success. The Youth Services Manager manages a team, providing motivation, structure, and guidance to enable them to consistently deliver a full suite of high-quality library services to young people and their families. The Youth Services Manager is committed to lifelong learning and ready to uphold the mission of the Library.

Supervision:

- Responsible for all aspects of Youth services
- Supervises Youth Services Team Lead, Youth Services Assistants and Volunteers

Library Functions:

- Promotes reading, information literacy, school success, and library usage
- Empowers the youth services team to deliver quality library service inside the library and beyond
- Regularly reads professional literature and attends professional conferences to keep abreast of new trends
- Adopts a community engagement mindset that helps develop positive relationships community organizations
- Works with supervisor and Communication Manager on community activities and public relations efforts
- Demonstrates a commitment to equity and inclusion in all aspects of the Library
- Ensures equity of access by implementing inclusive programming
- Accurately maintains program records and ensures that programs reflect the needs of the community
- Creates and implements a full range of library services for children and young adults
- Supports and maintains balanced, community-minded children's and teen collections
- Participates with peers in selection of quality library materials for young people
- Prepares bibliographies, booklists, and displays that promote a wide range of library services
- Demonstrates a high level of customer service mastery
- Assists patrons of all ages and backgrounds with a complete range of library services at a service desk, on the floor of the library, or with portable technology at events in the community

Physical Demands:

- Ability to read titles on shelves and use a computer
- Ability to assist in emergency evacuation of customers if needed

Minimum Qualifications:

- M.L.I.S. from an A.L.A. accredited school or equivalent experience
- Extensive public library experience
- Ability to interpret community interests and needs and to translate them into appropriate library services
- Ability to exercise initiative and independent judgment

To learn more or to apply for this position, please visit swpl.org/about-spl/jobs
