



Youth Services Manager

Department: Youth Services
Reports to: Assistant Director

Salary Range: \$52,000 - \$104,000 annually, Exempt
Remote Opportunity: As desired, up to 20%

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
- Participates in hiring, training, management and evaluation of department personnel
- Shares responsibility for building supervision, serving when assigned as supervisor in charge

Library Functions:

- Promotes reading, information literacy, school success, and library usage
- Recommends services and procedures to best serve all youth and families
- Empowers the youth services team to deliver quality library service inside the library and beyond
- Works with supervisor to develop and implement goals and recommends new procedures for Youth Services
- Regularly reads professional literature and attends professional conferences to keep abreast of new trends
- Adopts a community engagement mindset that helps develop positive relationships with the community
- 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 programming that instills curiosity
- 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, displays, etc., working closely with other staff
- Demonstrates a high level of customer service mastery
- Assists patrons of all ages and backgrounds with a complete range of library services
- Works closely with other departments to promote team work and good customer service
- Acts as resource person to Board committees as requested
- Provides monthly reports of activities to supervisor
- Performs other duties as assigned

Physical Demands:

- Ability to use a computer/keyboard and complete repetitive tasks for minimum of two-hour shift
- Ability to assist in organizing and shelving books
- Ability to assist in emergency evacuation of customers if needed
- Ability to push carts and lift materials and equipment weighing up to 30 lbs

Minimum Qualifications:

- M.L.I.S. from an A.L.A. accredited school or equivalent experience
- Extensive public library experience
- Ability to effectively supervise library and personnel
- Commitment to cultural humility in serving diverse populations
- Willingness to uphold the Library's policies, mission, professional standards/ethics, and strategic plan
- Ability to interpret community interests and needs and to translate them into appropriate library services
- Excellent organizational and analytical skills, with keen attention to detail
- Strong communication skills, with the ability to work collaboratively with staff, patrons and vendors