



Head of Youth Services

Department: Youth Services

Full Time/ Non-Exempt/Hourly

Salary: Subject to Qualifications, Education & Experience

family leave, OPERS retirement (library pays 14% employee pays 10%). Optional, employee funded deferred compensation, dental/ eye and life insurance. Reduced room rental and copy fees. The Library supports continuing education for all staff members. **Revised:** July 2024

Supervisor: Director

Schedule: Flexible, onsite, some evenings & weekends

Extras: Paid Time Off, 10 Holidays/ year, bereavement,

Job Responsibilities:

The Head of Youth Services responsibilities include providing exceptional library service and programming to children, parents, educators and caregivers throughout the service area. They will carry out duties and responsibilities in accordance with established routines, policies and procedures of the Mary Lou Johnson Hardin County District Library. The successful candidate is required to attend continuing education opportunities to stay current in the field, poses/acquire knowledge, skills and abilities to work effectively with staff, local schools and our community.

Principle Duties:

- Plan, supervise, and coordinate the activities of the Youth Services Department; procures materials for the collection to meet the needs of the public; assist in formulating policies regarding youth services, information organization and services; aid the staff and the public with special or difficult reference problems and questions including the library catalog, databases and digital tools in person, by telephone and online.
- Participate in the development of children's material collections for the library including ordering, cataloging, processing, and eventual discarding/weeding of materials in the Youth Services area.
- Ensure the efficient, effective delivery of services to children, parents, educators and caregivers while fostering a love of reading and lifelong learning.
- Plan, develop, organize and publicize, utilizing Facebook, radio, newspapers, posters, handouts and displays, age appropriate programs and services for infants thru teens. Prepare and conduct programs that promote reading and library use through visits to schools, summer reading programs, public speaking and in-house programs.
- Provide reading advisory lists, reference services, and readers advisory to preschool, elementary, middle, and high school students, as well as parents and educators.
- Proactively provide customer service and encourages reading and use of the library
- Serve as a liaison with the schools/daycares, with special emphasis on elementary aged children; including visits to the schools and library instruction in the library for school classes.
- Compile bibliographies and updates the Youth Services section of the library web page.
- Maintain an awareness of current library issues and trends affecting children's services; reads professional literature and attends conferences and related workshops including the Science of Reading initiative by the State of Ohio.
- Maintain accurate records and statistics related to youth services programs and collections.
- May initiate the writing and administration of special grant projects and outside funding.
- Learn and retain knowledge pertaining to the Polaris ILS system including trouble ticket creation, record set, reports for lost/damaged, withdrawn or missing items.
- Provide patron account assistance regarding reserves, financial transactions and new patron accounts. Checking in/ out materials and locating materials to fill patron requests.

- Order supplies needed for programming
- Update and keep current the library website involving youth services
- Manage a yearly programming and book budget
- Perform related work and Circulation/ Reference desk duties up to 10hours/ week as required.

Knowledge and Abilities:

- o Knowledge of:
 - Library principles, methods, materials and practices and ability to interpret such to the general public.
 - Current trends in materials selection procedures.
 - Library reference materials and tools of research.
 - A variety of books and authors, and of reader interest levels, especially children’s materials.
 - Principles of intellectual freedoms as they relate to libraries
- o Ability to:
 - Be a self-motivated, collaborative dynamic, creative and enthusiastic person who enjoys working with children who is also able to communicate effectively, both orally and in writing to staff and patrons.
 - Create a welcoming and inclusive environment for youth and families
 - Maintain composure in stressful work situation and serve patrons in a courteous, business-like manner.
 - Deal tactfully and courteously with the public; and to establish and maintain effective working relationships with the general public as well as co-workers.
 - Meet requirements of physical agility and strength to bend, reach, lift and carry 25+ lbs up to 10% of the time. Ability to push/pull book carts in excess of 100lbs. Extensive use of a computer terminal is also necessary
 - Follow policies and procedures outlined in the Employee Handbook
 - Excellent computer skills using ILS, MS Office the internet and operation of standard office equipment
 - Valid Ohio Drivers’ License and clean drivers’ abstract.
 - Criminal Background Check, BCI/ FBI

Desired Qualifications

- Bachelor’s Degree in an appropriate field centering on children or an equivalent level of knowledge, skills, non-degree education and experience working with children will also be considered.
- Children’s programming experience and in-depth knowledge of children’s literature, classic and modern, is highly desirable.

Working Conditions:

- Climate controlled environment
- Occasional outdoor duties

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the overall nature of the job and are subject to review and change at any time in accordance with the needs of the Mary Lou Johnson Hardin County District Library.

Employee Signature

Date