

We're Hiring!

Job Title: Youth Services Manager (full-time)

Location: Columbus Metropolitan Library, Main Library Children's

Starting Pay Range: \$59,321.60 – \$96,054.40 annually (commensurate with experience)

Our Diversity Statement

Open to all doesn't just apply to our customers, it applies to our hiring practices as well. We put respect at the top of our values and that's how we treat our candidates and employees. At Columbus Metropolitan Library, we are striving to build a workforce that is as diverse as the communities we serve.

About the Position:

As a Youth Services Manager, you will lead and supervise youth services' staff at multiple levels. The Youth Services team's primary focus is driving our Young Minds Strategy forward through programming, services, and collection management. The Young Minds Strategy outlines the programs and initiatives that CML runs to support youth 0-18 years old to help them build the foundation for a successful life.

The Young Minds Strategy focuses on three (3) categories:

- Ready for Kindergarten; building kindergarten readiness skills for ages 0-5
- Third Grade Reading; supports and promotes early literacy development for K-3rd grade
- High School Graduation; support and preparation for tweens and teens

What You'll Do:

- Leads staff in completing essential duties of library operations and customer service.
- Sets individual performance measurements for staff and holds them accountable as assigned. Responsibilities include coaching, managing, hiring, orienting, and evaluating assigned team.
- Trains staff to perform job duties and tasks including applying and interpreting policies, procedures, and service expectations.
- Assumes responsibility for the operation of the location in the absence of a manager and functions as a member of the location's management team.
- Supports the development, coordination, implementation, and promotion of Life Skills/Social Services programs at the location in areas such as adult education, health care, food insecurity, job training, digital skills, financial support, and subsidized housing.
- Understands and applies a detailed approach to programming/training for customers and staff on the use of community resources. Supports training efforts from outside partners in the library location.
- Promotes the library and its services through community outreach, relationship building and information sharing with community partners. Leverages knowledge and relationships to bring relevant programs and services to library customers.
- May participate and present at local, state, and national conferences.
- Maintains local databases, spreadsheets, or other tools to use in referring customers to community/social services.
- Performs additional duties as assigned including serving on task forces, committees, etc.



Position Schedule

- Monday - Thursday 9:00am - 6:00pm (1 closing shift each week until 8:00pm)
- Friday/Saturday rotation 9:00am - 6:00pm
- 1 out of 5 Sundays 1:00pm - 5:00pm

Minimum Qualifications:

- Bachelor's degree required; Master's of Library Science or Master's of Library and Information Science Degree preferred.
- 3-5 years' experience working with youth in libraries or a similar field required.
- Supervisory experience preferred.
- Ability to express self effectively and concisely, both orally and in writing.
- Acts with the customer in mind using information gained from interacting with the customers. Meets the expectations and requirements of external and internal customers.
- Ability to operate library technology including personal computer, email, software programs (i.e. Windows/Microsoft Office) and other job-related equipment and systems.
- Ability to utilize reliable transportation to promptly report to job assignment and other locations, per job requirements.

What We Offer:

- A robust **benefits package** that supports your physical, mental, and financial well-being.
- Comprehensive **medical, dental, and vision plans** to meet your healthcare needs.
- Access to **mental health resources** and **employee assistance programs** for your peace of mind.
- Generous **paid time off** and **leave options** to balance your work and personal life.
- Participation in the **Ohio Public Employees Retirement System (OPERS)** and additional investment & savings plans.
- A variety of **voluntary and supplemental insurance plans** to complement your lifestyle.

View a comprehensive overview of our benefits: <https://www.columbuslibrary.org/employee-benefits/>

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https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=32cd786e-c6b9-4eee-afc2-3fdbcaeb90cb&cclid=19000101_000001&jobId=516557&lang=en_US

