

Head of Youth Services

Position description

Created 2020



GENERAL DESCRIPTION: Under the direction of Library Director, the Head of Youth Services supports Crown Point Community Library’s mission of being a community center for lifelong discovery by providing quality programming and library materials for children and young adults.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Member of the library’s Leadership Team.
- Present a monthly departmental report at the Board of Trustees’ meeting.
- Assumes the duties of the Library Director in their absence.
- Develops, supervises, implements, and evaluates all youth and teen programming.
- Provide Reader’s Advisory to children and caregivers birth-teen.
- Provides and models excellent customer service to all library patrons.
- Regular public service duties include staffing the department service desk as coverage demands.
- Coordinate CPCL system-wide reading programs.
- Increases skills and knowledge through professional reading, webinars, and workshops.
- Responsible for collection development of all youth materials for library system.
- Collaborate with Programming & Outreach Specialist for library outreach to children.
- Maintain Library’s YouTube Channel and digital programming.
- Other projects as assigned by Library Director.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to hire, train, supervise, plan, coordinate, schedule, and direct work of Youth Services department staff.
- Pursues increased skills and knowledge through a variety of professional development opportunities.
- Ability to relate tactfully and courteously with the public and to maintain effective working relationships with other employees.
- Strong written, verbal, organizational, and technological skills.
- Demonstrate emotional intelligence and ability to work through difficult situations.
- Possess Indiana Driver’s License in good standing and have ability to drive library van.

QUALIFICATIONS:

- Master of Library Science from ALA accredited school, required.
- Must be eligible for Indiana State Library LC3 certification.
- Two years of supervisory experience, preferably in library setting.

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PHYSICAL DEMANDS:

The physical demands described here are representative of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some outreach events take place outdoors in variable weather conditions.

The employee may frequently perform these actions:

- Stand, walk, sit
- Use hands and fingers to handle books, paper, technology
- Lift and/or move up to 25 pounds

APPLICATION PROCESS:

- Submit all materials including: resume, cover letter, Application for Employment found on crownpointlibrary.org in PDF format to hr@crownpointlibrary.org
- Provide three professional reference contacts.
- Incomplete applications may be discarded.
- Position open until filled.

SALARY:

17A \$52,605/year