

Holly Township Library  
Youth Services Manager  
Job Description

General Description

This position involves coordination of all aspects of the library's delivery of service children birth-high school age delivered with a commitment to high customer service. Responsibilities include assisting with the selection of materials, assisting with technology applications, maintaining order in the areas of the library dedicated to youth services, design and direction of programs both on and off site, reference and reader's advisory assistance to children and parents, representing the library at community events and the monitoring of the behavior of children using the library.

Supervision: Reports directly to the director

General Duties

- Covers the circulation desk as scheduled
- Assists with other library divisions as necessary
- Partakes in special library projects as necessary

Specific Duties

- Assists with the selection of youth services materials in a variety of formats
- Develops and presents library programming for ages birth-high school age
- Develops and implements services for ages birth-high school age
- Evaluates materials, programming and services on an ongoing basis
- Provides reference service and readers' advisory guidance for children, parents and teachers
- Promotes the library to the community, especially programs and services for children including the preparation of a weekly press release and the design of printed and electronic promotional materials
- Makes recommendations for policy regarding youth services
- Maintains order in the areas of the library dedicated to youth services
- Trains and supervises youth services volunteers
- Maintains awareness of trends in youth services and technology via professional memberships, conferences, training and workshops

Qualifications

The successful candidate for this position will possess a Bachelor's degree and have at least one year experience working with children.

Skills

- Experience in customer service
- Experience using Microsoft Office products
- Experience navigating in electronic environments and use of a computer terminal
- Effectively use office equipment including but not limited to copy machine, cash register, fax machine and printers
- Effective oral and written communicate skills
- Knowledge of developmental milestones in children birth- high school age

- Ability to function in a professional manner, work independently, be organized, display effective time management skills and use good judgement
- Ability to establish and maintain effective working relationships with co-workers, patrons, and representatives of community organizations

#### Physical Demands

The physical demands described here are representative of those that must be met by and employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The employee must be able to perform duties in an office environment subject to continuous interruptions and background noise, under stress of deadlines, public contact and changing priorities. While performing the duties of this job the employee is frequently required to use hands to finger, grasp, handle, feel or operate objects, tools or controls, talk or hear, stand, sit, walk, kneel, stoop, crouch and balance. The employee is occasionally required to climb and file books on shelving ranging from 1-7 feet from the floor. Hand-eye coordination is necessary to operate computers and office equipment. The employee must occasionally lift and or move up to 25 pounds and push carts up to 200 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perceptions and the ability to adjust focus. The employee must be able to attend off-site meetings, trainings and conferences as directed.

*This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities which comprise this position. The Holly Township Library is an equal opportunity employer*