

## JOSEPHINE COMMUNITY LIBRARY DISTRICT

**POSITION TITLE:** Youth Services Lead

**SUPERVISOR:** Associate Director

### **SUMMARY OF POSITION**

The Youth Services Lead is responsible for planning, organizing, and administering library and reading programs and services targeted to youth and teens aged birth to 17 years old. This position leads all day-to-day operations of the children's library at the Grants Pass branch including patron services, volunteers, and outreach. Working with the Associate Director and leadership team, the Youth Services Lead helps maintain a team-oriented climate that attracts, retains, inspires, and motivates quality staff and volunteers and secures the trust and confidence of the Library Director.

### **ESSENTIAL FUNCTIONS**

#### **Supervision**

- Supervise and perform library services policies and procedures of the children's and teen library at the Grants Pass branch.
- Lead and direct the activities of the early literacy outreach coordinator, including the implementation of outreach services to meet community needs and library objectives.
- Supervise children's and teen volunteers at the Grants Pass branch.

#### **Public Service**

- Develop, evaluate, and coordinate a variety of programs to fulfill the diverse needs and interests of youth and families at the Grants Pass branch.
- Provide reference service in person and by phone, email, and mail.
- Coordinate the library's Summer Reading Program, including the project budget.
- Assist with children's and young adult collection development according to the collection development policy.
- Work with school librarians and community groups to develop and expand children and teen services.
- Oversee and plan storytimes on a weekly basis.
- Represents the library to other community agencies serving children.
- Facilitate communication among partner agencies and promote agency services to library patrons.
- Facilitate a Teen Advisory Board to encourage development of programs and services for their peers.
- Curate digital content and recommend youth resources to add to library website and on-line services.

#### **Administration**

- Manage children's library public services desks and shelving at the Grants Pass branch.
- Administer project budgets and assist with tracking grant funding.
- Collaborate with designated staff to maximize volunteer engagement, ensure effective communication, and promote system-wide consistency of youth services.
- Respond to patron phone calls, emails, and website inquiries as assigned.
- Ensure compliance with all policies and procedures.
- Assist with monthly statistics for patron services and annual statistical report.

- Conduct tours and assist with the development of informational materials describing services and programs.

#### **NON-ESSENTIAL FUNCTIONS**

- Other duties and tasks as required.

#### **SCOPE OF AUTHORITY**

Work is recurring with occasional variations from the norm and involves a moderate amount of complexity. The incumbent works independently, determining their own practices and procedures, contributing to the development of new concepts and policies. Decisions are made within organizational and governmental guidelines. Errors could result in delay or loss of department services, poor public relations, loss of volunteers, and monetary loss.

#### **SUPERVISORY RESPONSIBILITY**

Position oversees volunteers.

#### **CONTACTS/COMMUNICATION**

Contacts are generally made with others both within and outside the organization. Communication takes place electronically, via the telephone, and face to face and may be on a one-to-one basis or to groups. Contacts are seldom about confidential or sensitive matters.

#### **QUALIFICATIONS**

The ideal candidate for this position enjoys working with children and young adults, is highly motivated, and well-organized with a strong attention to detail. This position requires an energetic self-starter who can work efficiently with minimal supervision, has good troubleshooting skills, strong interpersonal skills, and ability to work with a variety of personalities.

- Bachelor's degree and five years of experience in youth services and program management or equivalent experience that demonstrates the ability to perform the duties and responsibilities of the position.
- Preferred MLS from an ALA-accredited library school; employees with this qualification automatically placed in a higher job class.
- Ability to perform some advanced calculations, including budget analysis and data manipulation.
- Excellent verbal and written communication skills, adjusting content and style to accommodate diverse functions and audiences.
- Ability to prepare and make public presentations.
- Strong organizational, time management, and self-administrative skills.
- Fluency in Microsoft Windows, Microsoft Office (Word and Excel), e-mail, Internet essentials, and basic troubleshooting is required.
- Must be a team player, willing to respond quickly and flexibly to changing events and work assignments in a dynamic and challenging work environment.
- A positive, results-oriented, problem-solving attitude.
- Ability to work effectively and diplomatically under pressure.

#### **PHYSICAL DEMAND:**

- Ability to perform physical tasks including frequent standing, bending, stooping, and lifting up to 25 pounds.
- Ability to use a computer, including keyboarding.

**WORKING CONDITIONS:** Work takes place in a climate-controlled library generally during daytime hours with some evening and weekend work.

**ATTENDANCE:** Regular and consistent attendance is required, with reporting of weekly schedule to the Public Services Director. The nature of the position requires the incumbent to work a flexible work schedule including some evenings and weekends.

**FLSA STATUS:** Non-exempt status.

**BACKGROUND CHECK and DRUG SCREENING:** Any job offer tendered is contingent upon satisfactory completion of a background check including driving record and a drug screening.