**Head of Youth Services**

**Reports to:** HCPL Director

**Job Classification/Status:** Full Time (35 hours)

**Salary:** Set by Library Director

**Job Description:** Under the direction of the library director, the Head of Youth Services is responsible for the coordination, planning, and execution of programs for babies, toddlers, preschool, and school-aged children. Other responsibilities include supervision of the teen librarian, providing friendly and knowledgeable customer service, and public relations activities with local schools and the community.

**Responsibilities:**

* Keeps the library director informed of special events, personnel, projects, challenges, and successes related to assigned areas of responsibility.
* Supervises youth services department staff and trains volunteers.
* Plans, coordinates, and implements regularly scheduled programming, special events, and activities. Collaborates with teen and adult services librarians to plan and present programming for multiple age groups.
* Plans, organizes, and implements the children’s Summer Reading Program.
* Maintains youth services calendar. Creates and distributes youth services monthly newsletter.
* Compiles monthly reports and assists with annual statistical report.
* Assists in promoting youth services programs and resources. Provides youth services content to add to the library webpage and social media platforms.
* Conducts library tours for interested groups including schools, classes, groups, and organizations.
* Acts as a liaison to local public and private schools, community agencies serving children, colleges, and teachers.
* Responsible for planning and maintaining StoryWalk.
* Keeps the children’s rooms and all storage and craft areas neat and organized while maintaining a comfortable atmosphere.
* Performs other tasks, duties, and projects as assigned.

**Other Job Functions:**

* May solicit funds and find grant opportunities, especially to purchase children’s materials and fund children’s programs.
* Reviews youth services budget allocation for programming and ensures expenditures stay within appropriate levels.
* Suggests collection purchases for children’s and teen’s department. Maintains program supplies for children and teen departments.
* Weeds youth resources on a continuing basis.
* Keeps informed of current trends, technology, and developments affecting librarians through professional reading, continuing education opportunities, and participation in professional organizations. Attends workshops, conferences, and training as needed.
* Responds to phone, email, and in-person questions.
* Performs circulation duties in children’s department and at the main desk as needed to include: loaning and returning materials, placing reserves, shelving materials, shelf reading, checking for damaged materials, and issuing library cards as needed.

**Qualifications:**

* Preference given to candidates who hold a master of Library Science (MLS/MLIS) degree or are currently enrolled in a program; or who have a combination of education and relevant library experience.
* Bachelor’s degree required.
* Must be able to meet and maintain Kentucky Department for Libraries and Archives certification requirements per KRS 171.250-260.
* Working knowledge of public library methods, ethics, and procedures.
* The ability and enthusiasm to create and perform children’s programs.
* Valid driver’s license with a good driving history and means of transportation to fulfill job responsibilities.
* Requires flexible day, evening, and weekend hours in order to meet service needs.

**Basic Skills Requirements:**

* Must be an advocate for children’s literacy.
* Demonstrated experience with children’s programming in library, school, or comparable setting.
* Knowledge and familiarity with computers and new technology, including social media, gaming, and interactive media; plus a willingness to keep abreast of new technology of interest to young adults and an ability to incorporate this knowledge into library services.
* Ability to implement program ideas, which include the use of crafts and decorations, created using limited resources.
* Must possess excellent written and verbal communication skills and an ability to interact in a pleasant and effective manner with a diverse group of patrons and staff.
* Demonstrates the ability to work independently, set priorities, and manage multiple projects.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an 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.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials is required. The ability to communicate orally and in writing effectively is necessary. Job duties include reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the workday. The ability to do repetitive tasks with speed and accuracy is needed. Employees may need to carry, push, pull, or lift up to 30 pounds while using proper lifting techniques. Pushing and pulling fully loaded (50-100 pounds) book carts will be commonplace. The ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines will be expected.

Hardin County Public Library is an equal opportunity employer.