

PHOENIXVILLE PUBLIC LIBRARY

Job Description/Posting

Youth Services Director

Position: Youth Services Director

Reports To: Executive Director

Summary / Main Purpose of Job:

This position reports to the Executive Director and is expected to exercise considerable independent judgement in the performance of work tasks, exhibit professionalism to internal and external customers and community at all time, supervise the Youth/Young Adult Librarian. This is a management level position. This is a full-time, 35 hours a week position, Monday through Friday, occasional Saturday and evening hours are required. Benefits are offered with this position.

Scope:

Responsibilities for this position include planning, budgeting, organizing, directing, coordinating and implementing all activities of the children's department including outreach services. Plans, organizes and administers a variety of projects and programs governing children's library services including but not limited to ongoing youth programming, outreach, and summer reading programs. Review, evaluate programs and events, as well as, collect statistics for monthly and annual reports. Responsible for the collection development, ordering materials and supplies.

Essential Duties & Responsibilities

- Maintain currency in the children's and teen fields through professional journals and training/conferences offered by the state, other libraries, and through offered webinars.
- Creates and maintains a youth services calendar of events, weekly/biweekly newsletters and coordinates social media content for the Director of Development.
- Coordinates, plans, develops and runs youth programming, outreach events and the summer reading program for the youth library.
- Responsible for collection development, weeding, purchasing, providing education and recreational materials for ages 0-13, and readers advisory.
- Prepare statistics, reports and presentations.
- Responsible for being up to date on the CCLS electronic resources provided for youth, including the use of overdrive/Libby app.
- Manages the full-time youth/teen librarian, conducts annual reviews, sets their schedule and work assignments.
- Cooperates with the Chester County Library System to meet all the requirements of our membership agreement with CCLS. Attends system youth librarian meetings and other special meetings as needed.
- Acts as the youth department liaison with the community, attending school, club, or community organization events as requested, provide tours and library instruction.
- Develop, interpret, implement and recommend library policies and procedures.
- Strong computer skills and competency with various social media platforms, Microsoft Office, outlook, and internet searches, some knowledge of basic computer troubleshooting, and a familiarity with WordPress preferred.

- Strong customer services skills, possess the ability to speak in public and provide in-person programs/events.
- Ability to maintain professional appearance and behave in a manner appropriate to a public setting.
- Assist patrons with reference, reader's advisory and computer assistance.
- Desire and ability to serve the public in a friendly, comfortable environment.
- Perform circulation desk duties as needed.
- Perform other duties as assigned.

Qualifications/Requirements:

- Master's Degree in Library Science
- PA Library Certification
- Minimum of four years of library experience (youth services preferred) with increasing responsibility and supervisory experience (preferred).
- Must be able to complete Child Abuse Mandatory Reporter training.

Physical Demands:

- Ability to handle, lift and move library materials up to 25 pounds, to operate a keyboard and a variety of computer programs, office machines and cash register; to push book carts weighing up to 125 pounds, and to stand several hours, sit, walk, stoop, kneel, crouch or squat, climb stairs, use step stools or ladders, work with arms above shoulder height and twist or rotate at the waist, and reach within confined areas.
- Close vision is required in order to read small print and a computer monitor.
- Mobility is required to travel to meetings, events and outreach outside the library.
- Reasonable accommodation may be made to enable individuals with disabilities to perform this position.

The following background checks are required:

- Pennsylvania State Police Request for Criminal Records Check
- Department of Public Welfare Child Abuse History Clearance
- Federal Criminal History Record Information

Salary: Salary based on experience. Health benefits, pension and generous earned leave allotments. EOE

Youth Services Director

- Library: Phoenixville Public Library
- Town: Phoenixville, PA
- Library Type: Public
- Deadline: July 5, 2022

Description, How to Apply and Contact:

The Phoenixville Public Library seeks a full-time Director of Youth Services. The successful candidate will use their creativity to shape and implement their vision for the Youth Services Department. Working with the Youth/YA Librarian, they will create, coordinate, and oversee the budget, services, and programs for children from birth through high school. This person will ensure the library provides a fun, friendly, and welcoming atmosphere and should enjoy working with children's, teens and adults. Other responsibilities include building a responsive collection, developing engaging programs, utilizing social media platforms to deliver targeted communications, and providing exceptional readers advisory and customer service. For a complete job description, please visit our website at phoenixvillelibrary.org.

The position is a full-time 37 hour per week with evening and Saturday hours as needed.

This position requires a MLIS. A minimum of four years of library experience (youth services preferred) with increasing responsibility and supervisory experience. The successful candidate will work independently and have knowledge of the interests and capabilities of children of all age levels. Experience developing and presenting programs to and working with children is essential. Knowledge of library operations and materials and a desire to serve the public in a friendly, comfortable environment is preferred. Strong customer service, computer, and organizational skills are essential.

New employees are required to have a current Pennsylvania Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Background check. Attend Child Abuse Mandatory Reporter training.

Submit resume and cover letter to:

Lara Lorenzi
183 Second Ave.
Phoenixville, PA 19460

Or by email to: llorenzi@ccls.org

Salary: Based on experience, includes health benefits, pension and generous leave allotments. EOE

Website: phoenixvillelibrary.org