



POSITION AVAILABLE

Youth Services Manager

FLSA Status: Exempt

Nappanee Public Library is looking for an energetic, detail oriented, and highly motivated team player for a Youth Services Manager position.

This position manages all functions of kids and teen services (ages 0-17) including developing and implementing a wide variety of programs, providing reference and readers' advisory to kids, teens and their caregivers, and overseeing the planning, organizing and maintenance of kids' and teens' materials. This position may also supervise one or more full- or part-time Youth Services Assistants.

ESSENTIAL FUNCTIONS

- Presenting youth classes and events
- Planning and implementing youth reading incentive programs
- Providing youth readers' advisory
- Selecting and ordering items for the youth services collection
- Providing outreach services to schools and student support
- Providing outreach services to caretakers and educators

AREAS OF ACCOUNTABILITY AND PERFORMANCE

- Hires, trains, supervises, and evaluates employees and volunteers in the youth services areas.
- Provides direct customer service (reference, readers' advisory, and public technology assistance).
- Oversees materials for youth areas, determines selection, placement by reading level, and performs collection maintenance.
- Plans, organizes, presents or supervises the presentation of classes and events for youth ages 0-17.
- Incorporates the use of technology into library programs and services.
- Tracks usage trends and data to determine the needs of the community.
- Prepares reports and statistics.
- Consults with library administration in developing printed material and social media content.
- Develops and maintains relationships with key library stakeholders, including the local school district, preschool providers, daycares, city government and local businesses.
- Represents the library at community meetings.
- Participates in the library management team.
- Participates in or leads various staff project teams or committees.
- Serves as Person-In-Charge (PIC) during evening and weekend shifts as the sole supervisor responsible for all operations.
- Pursues grant opportunities for youth services projects.
- Pursues ongoing professional development and assists with staff development.
- Performs other duties and responsibilities as assigned.

KNOWLEDGE AND CRITICAL SKILLS

- Commitment to making Nappanee a great place to live, work, and play.
- Interest in and enthusiasm for working with youth and the public.
- Excellent customer service skills.
- Ability to maintain confidential information.
- Thorough knowledge of literature and reference materials, developmental stages, and readers' advisory practices for youth ages 0-17.
- Working knowledge of cataloging systems, MARC records, Internet searching strategies, library philosophy, principles, policies and mission, and principles of collection development.
- Dependable, punctual, with good attendance and work habits.
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to problem solve and utilize conflict management techniques.
- Ability to work as a team member to accomplish library objectives, accept and adapt to new ideas, concepts, and policies.
- Ability to establish and maintain cooperative working relationships with customers, coworkers, and community members and to interact with them in an effective and courteous manner.
- Flexibility to deal with multiple and extra unexpected tasks simultaneously.
- Ability to organize, direct, delegate authority and responsibility in order to make effective use of staff, and to motivate tactfully.
- Understanding of general accounting and budgetary concepts.
- Embraces on-line information resources and technology to provide library services.
- Ability to work independently and maintain efficient workflow.
- Ability to work under general supervision with latitude in exercising independent judgment and discretion subject to Library policies, procedures and professional practices.
- Ability to adapt to a varying work schedule and the ability to travel to meetings, workshops and conferences when required.
- Ability to travel within the Nappanee community to conduct outreach programs.

QUALIFICATIONS

- Must be able to obtain Indiana Librarian Certification at the Professional Assistant Level LC5. Current certification rules, including those for temporary permits for new hires, are maintained by the Indiana State Library. Please visit <https://continuinged.isl.in.gov> for the most up-to-date information.
- Relevant experience working with youth.
- Must have expertise and proficiency with computers and technology resources.
- Proven ability to successfully use office applications, on-line information resources and social media platforms.
- Previous library experience preferred.
- Understanding of general accounting and budgetary concepts.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.