

JOB DESCRIPTION

POSITION: Youth Services Team Leader

LOCATION: Bittersweet Branch (location subject to change)

CLASSIFICATION: 3: Specialist I (Bachelor's) or 6: Librarian Team Leader (MLS)

FLSA STATUS: Exempt

CERTIFICATION: minimum LC5; preferred LC3 or higher

HOURS OF WORK: Full-time/40 hours per week with at least one evening per week and weekend rotations (hours subject to change)

WAGE: Classification 3: \$21.00/hr Classification 6: \$25.48/hr

BENEFITS: As specified in the latest edition of the staff handbook or as amended by the Board of Trustees

DIRECT SUPERVISOR: Youth Services Coordinator

QUALIFICATIONS AND WORK SKILLS:

1. MLS preferred or Bachelor's Degree in an education-related field with the ability to obtain an Indiana Library Certification LC5 within 3 years
2. Two years of supervisory experience is preferred
3. Extensive knowledge of children's and young-adult literature
4. Experience in planning and conducting youth programming
5. Ability to work well with patrons and staff
6. Excellent oral and written communication skills
7. Ability to instruct patrons and staff in technology and materials
8. Strong commitment to excellent customer service
9. Proficient in the use of computers and library technology; ability to learn new technology quickly
10. Ability to multitask

RESPONSIBILITIES AND DUTIES:

The purpose of this position is to oversee daily activities and staff of the Youth Services department at the assigned location, promote reading and literacy, provide outstanding patron user experiences and engage youth and families via library programs and activities.

ESSENTIAL JOB DUTIES:

1. Provide a positive role model for team members
2. Supervise, train, schedule and evaluate Youth Services team members at assigned location
3. Assist patrons of all ages with reference and reading activities
4. Serve as a member of our storytime programming team for all three locations
5. Develop and implement programs for youth and families
6. Design and present innovative, literacy-based outreach programming to K-12 schools
7. Conduct class visits and youth-focused library tours
8. Assist with collection development activities
9. Participate in professional development to remain informed of current trends, emerging issues, and best practices in public libraries
10. Perform other duties as assigned

PHYSICAL REQUIREMENTS:

1. Ability to pull a loaded book cart
2. Ability to lift and carry 30 pounds
3. Ability to frequently stand, bend or stoop to shelve books
4. Ability, stamina, and balance to perform basic movements frequently (such as squatting, bending and stooping, marching, turning in circles, and lifting arms overhead)
5. Ability to sit while keyboarding or typing

Revised 5/2022