

# Chatham Area Public Library District

## JOB DESCRIPTION

Title: Youth Services Supervisor  
Title of Supervisor: Library Director

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The Youth Services Supervisor is responsible for the operation of the Youth Services Department, including programming, collection development, readers' advisory services and spaces.

### **Essential Functions and Responsibilities**

- Coordinates collection management for youth and young adult materials: overseeing and participating in materials selection, weeding; allocating materials budget; and establishing long range goals to strengthen specific areas.
- Plans and coordinates department programming, services, and procedures for youth and young adults: coordinating a variety of educational and recreational programs; develops and implements evaluation procedures for programs and services; develops bibliographies and other aids to promote the use of the collection; and develops/updates department procedures
- Hires, trains, and manages staff and reviews performance
- Contributes to development of Library policy and procedures and interprets them to the public and staff
- Visits local schools and seeks to collaborate with teachers, support staff and members of the community to enhance offerings and resources for the community's youth
- Promotes the Youth Services department through the use of in-house and outside publicity, including writing press releases and content for the newsletter, making presentations, doing book talks, and utilizing social media

### **Secondary Duties**

- Suggests updates and maintains order, cleanliness, and safety within the spaces designated for children's services, as well as throughout the library building and grounds
- Contributes to long- and short-range planning and goal setting processes for the entire library
- Maintains current knowledge of library and other relevant industries (e.g. education, technology, and publishing)
- Shares responsibility for building supervision, opening and closing procedures, and circulation duties
- Actively contributes to the library community and embraces a leadership role.
- Seeks out continuing education opportunities in order to maintain and enhance skills and competencies
- Functions as a member of a team striving for excellence in provision of Library services

## **Required Qualifications**

- Bachelor's degree in education, library and information science, family services, or another related field. Candidates who will complete their degree before the anticipated start date will be considered.
- Proven ability to connect with children and families of varying demographics and developmental needs
- Ability to develop and maintain positive working relationships with members of the public, co-workers, and supervisor
- Ability to read aloud and relate to listeners
- Passion for information, learning and engagement
- Experience working with children, caregivers and families
- Ability to be creative and imaginative, supervise volunteers and staff, establish a good rapport with children and their guardians, establish discipline, work with interruptions, and communicate clearly and effectively both verbally and in writing
- Intellectual curiosity and be energetic, dependable, resourceful, tactful, and good-humored.
- Ability to remain calm and effective in difficult situations while exercising reasonable, independent judgment and discretion
- Proficient in using computers and library equipment and an affinity for learning new software and adapting to technological trends
- Ability to create and follow a budget, compile and maintain records, and present information

## **Preferred Qualifications**

- MLS degree from an accredited college
- Thorough knowledge of current trends in children's literature
- Experience working with youth in a library setting and with collection development

## **Physical Demands**

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, balancing, reaching, pushing, grasping, hearing and talking
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects
- Requires clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus as well as clarity of vision at 20 or more feet. Must also be able to identify and distinguish colors

This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.