

Wilkes County Public Library

215 Tenth Street, North Wilkesboro, NC, 28659

YOUTH SERVICES POSITION: Open until filled

DATE LISTED: September 11, 2023

LIBRARY: Wilkes County Public Library

CITY: North Wilkesboro, NC

HOURS & STARTING SALARY: 40 hours a week at 42,635.72 annual pay

YOUTH SERVICES MANAGER

An employee in this position is responsible for planning, organizing, directing, and promoting public library programs and services for youth and teens in a particular county. This employee supervises all staff and volunteers assigned to the Youth Services Department. This employee is considered an expert in the delivery of library services to children and provides guidance and assistance throughout the library system on an as needed basis.

EXPERIENCE, EDUCATION, AND TRAINING

Graduation from an ALA-accredited school of Library and Information Science with a Master's degree in library science and a minimum of 1 year of public library experience in addition to or including 1 year of supervisory experience; or an equivalent combination of relevant education and experience.

Must be eligible for North Carolina Public Librarian Certification.

EXAMPLES OF WORK

1. Responsible for collection development for print and electronic easy, juvenile, and young adult collections of the library in accordance with the ARL Collection Development Policy
2. Manages budget line items pertaining to Youth Services Department
3. Develops, implements, and evaluates short, middle, and long-range plans of the Appalachian Regional Library as these relate to the Youth Services Department
4. May serve as liaison between the public library and a public/private agency and schools and home schools serving people under 13 years of age and between 13 and 18 years of age
5. Develops a network with other youth services professionals
6. Working with the County Librarian, publicizes for departmental positions, interviews, and hires Youth Services staff.
7. Trains, supervises, and evaluates staff and volunteers assigned to the Youth Services Department
8. Plans, develops, and implements special projects and assignments for the Appalachian Regional Library as assigned by the Director of Libraries
9. Plans, prepares, and presents qualitative and quantitative reports
10. Plans, develops, and implements innovative programs, concepts, promotions, etc. to increase circulation and patron registration
11. Responsible for Youth Services Department programming
12. Provides reference, readers advisory, and/or circulation services on an as needed basis
13. As part of the management team, periodically assumes full responsibility for the operation and security of the library
14. Actively participates in regional Youth Services Managers Team

Return a Cover Letter and Resume via email to:

Suzanne Moore

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