

## **WESTERLY LIBRARY AND WILCOX PARK**

### **Head of Youth Services**

#### Department and Level of Authority

- Kids, Tweens, and Teens Departments
- Department Head, FT
- Reports to the Assistant Director.
- In the absence of the Assistant Director, reports to the Executive Director. Consults with Department Heads.

#### Position Summary

The Head of Youth Services oversees all aspect of the Kids', Tweens, and Teen Departments and their staff. This position is responsible for activating the Youth Services team to achieve strategic goals, ensure related community collaborations, set youth service standards, and provide the highest quality youth services experience. They are also responsible for managing schedules, advising staff regarding department budgets, anticipating short and long-term youth service needs, working with the library's Education Committee, providing library education and instruction, and initiating, building, and maintaining community based partnerships.

#### Key Responsibilities

The essential functions or duties listed below serve as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- With the Assistant Director, sets yearly goals and objectives for the Department, reviews job descriptions, assesses staffing needs, and coordinates the Departments' yearly budget requests
- Assigns particular department projects and tasks to individual members of the departments
- Manages Youth Services schedules and ensures adequate desk coverage during library hours
- Consults with Youth Services Librarians on the development of diverse collections of print and non-print materials to meet the needs of the community. Consults with schools regarding local curriculum to help Youth Services build a collection that better reflects community needs
- Provides guidance in developing and maintaining programs that foster literacy, skills development, positive relationships, academic success, civic engagement, and intercultural learning
- Facilitates the planning and implementation of innovative programs and events to meet the informational, recreational and educational needs of youth and families, particularly large scale events
- Works with Marketing and Youth Services Librarians for the promotion of education and outreach services, focusing on promoting library services and events at off-site locations such as farmers market, school open houses, etc.
- Manages events off-site with community partners
- Assists patrons of all ages in selecting materials for their need and use; and provides and/or oversees all Department reference services
- Oversees the development of standards and procedures and sets priorities
- Provides related library instruction to schools, homeschool groups, and community partners, establishing the library as a field trip destination
- Leads, assists, and models effective means of dealing with patron conflicts, poor behavior of young patrons, and any misconduct
- With Development, seeks external funds, including donations and grants, to support Youth Service
- Is the liaison with local and state agencies that provide child services including schools, caregivers, homeschoolers, as well as the town Recreation Department, OLIS, & OSL
- Establish and maintain contact with schools and agencies, focusing on open houses, library card sign up, and Summer Reading promotion

- Leads Summer Reading Programs, ensuring the program is well rounded, is in theme, and connects the department. Works with Adult Services librarians to write Summer Reading Grant
- Plans and leads annual Library Card Campaigns
- Compiles statistical data on various areas of service
- Collaborates on the physical design and layout of the space, making it conducive to use
- In consultation with the Assistant Director, hires and trains Youth Services staff
- Assist patrons in the use of department technology and/or equipment
- Participates in professional development
- Performs other duties as necessary or required

#### Essential Skills

- Works effectively with staff, public, and vendors
- Communicate clearly both orally and in writing
- Exercises appropriate initiative, good judgement, and recognizes priorities
- Work enthusiastically and effectively with staff and patrons, especially children
- Flexible and respectful of others personalities
- Is sensitive to patron privacy and advocates for intellectual freedom and freedom of access issues
- Committed to public service values: is patient and helpful with all patrons, visitors, staff, volunteers, and Incorporators
- Is an independent thinker and problem solver that can make decisions without direct supervision
- Possesses the ability to set priorities to meet assigned deadlines; ability to balance many demands and maintain a positive public service attitude
- Uses initiative and good judgement that will result in satisfied and effective use of the Youth Services Departments by patrons
- Applies inclusivity, diversity, equity, and inclusion into librarianship

#### Qualifications

- A Master's Degree in Library and Information Sciences from an accredited Library School.
- Five years or more experience in public libraries, two years of which must be related to Children's and/or Youth Services
- Knowledge and experience in the reading, viewing and learning habits of youth and teens
- Keeps current with library trends and issues in Library service and technology
- Policies, procedures and functions of library systems, with particular emphasis on services to children, parents, and caregivers
- Supervisory experience. At least one (1) year is preferred.

#### Working requirements

- Performs tasks with a high degree of independence
- Observes, follows, and enforces all Association policies and procedures
- Has access to confidential and financial information
- Ability to sit and use computer workstation for extended periods
- Time standing, walking, stooping or reaching with hands or arms
- Must have the ability to stand, walk, kneel, crouch, squat, stoop, reach, and lift
- Frequently required to lift/push up to 25 pounds
- A reliable means of travel is required to conduct outreach, attend meetings, and conferences
- Position required to work some evenings and alternate Saturdays

#### Supervises

- Kids' Librarian, Teen Librarian, Tween Librarian, Kids Associates, Teen Associate, and volunteers.