

## **JOB DESCRIPTION**

**POSITION:** Youth Services Team Leader

**LOCATION:** Mishawaka Library (location subject to change)

**CLASSIFICATION:** 6 Youth Services Supervisor

**FLSA STATUS:** Exempt

**CERTIFICATION:** LC 3 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:** Specified in the latest salary schedule kept in the Director's office

**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. Master's Degree in Library Science (MLS) from ALA accredited library school
2. At least two years of library supervisory experience
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