

JOB DESCRIPTION

POSITION: Youth Services Supervisor

LOCATION: Harris Branch (location subject to change).

CLASSIFICATION: 6 Youth Services Supervisor

FLSA STATUS: Exempt

LIBRARY CERTIFICATION: Indiana LC 3 (Professional Assistant)

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

Monday, Tuesday, Friday- Assigned to Harris Branch, assigned to desk Monday night

Wednesday- Mishawaka

Thursday- Bittersweet Branch

WAGE: 19.76 per hour, minimum starting pay

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. An MLS degree from an 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 plan, direct, and carry out the daily activities of the Youth Services Department at all locations.

ESSENTIAL JOB DUTIES:

1. Supervise, schedule and evaluate Youth Service staff at all locations
2. Staff Youth Services desks across all locations as needed
3. Assist with onsite youth programming and school outreach events
4. Oversee readers advisory activities across all Youth Services Desks
5. Participate in professional-development activities
6. Participate in system-wide staff trainings
7. 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 08/30/2019