

## **WESTERLY LIBRARY AND WILCOX PARK**

### **Head of Youth Services & Education**

#### Department and Level of Authority

- Children's and Young Adult 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 & Education 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 building external collaborations, and initiating outreach.

#### 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.

- In consultation with the Assistant Director, sets yearly goals and objectives for the Departments, reviews job descriptions, assesses staffing needs, coordinates the preparation of the Departments' yearly budget requests, and advises Youth Services Librarians to ensure they stay on budget throughout the course of the fiscal year.
- Assigns particular department projects and tasks to individual members of the departments.
- Manages the schedule of staff members and ensures adequate desk coverage at all times the Library is open.
- Facilitates the planning and implementation of a variety of innovative programs and events.
- Works with Marketing and Youth Services Librarians for the promotion of education and outreach services
- Leads the reviews of the Youth Services collections' strengths and weaknesses, and facilitates selection, purchasing, cataloguing, processing, and weeding of all library materials.
- Consults with Youth Services Librarians on the development of diverse collections of print and non-print materials to meet the needs of the community.
- Promotes an interest in reading and learning through the use of the public library.
- Helps the department to offer a range of programs to meet the informational, recreational and educational needs of youth, teens and families, and to promote reading and social interaction.
- 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
- Uses initiative and good judgement that will result in satisfied and effective use of the Youth Services Departments by patrons.
- Works closely with the Children's, Tween, and Young Adult Librarians.
- Seeks external funds, including donations and grants, to support Youth Services.

- Is the liaison with local and state agencies that provide child services including schools, caregivers, homeschoolers, and agencies serving children and young adults, as well as the Town's Recreation Department to market services and collaborates on special projects.
- Establish and maintain contact with schools and agencies.
- Nurture ongoing partnerships.
- Leads Summer Reading Programs.
- Plans and leads annual Library Card Campaigns.
- Compile 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 or plans training for Kids', Tween, and Young Adult department 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 recognize 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.
- Mathematical ability: understanding of basic mathematics
- Possesses the ability to set priorities to meet assigned deadlines; ability to balance many demands and maintain a positive public service attitude.

#### Preferred Qualifications

- A Master's Degree in Library and Information Sciences from an accredited Library School.
- Eight years or more experience in public libraries, five 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.
- Knowledge of the Westerly area a plus.
- Knowledge of IDEA.

#### 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 may be required to work nights and/or weekends.

Supervises

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