

## **JOB SPECIFICS**

**Title:** Youth Services Supervisor  
**Reports To:** Assistant Director  
**Schedule:** 37.5 hours per week  
**Salary:** \$50K DOQ

**Department:** Main Library

**Revision Date:** May 2024

## **POSITION BACKGROUND**

The Youth Services Supervisor leads a professional, progressive, and passionate team in providing a comprehensive program of library services for children from birth through twelfth grade, their parents, caregivers, and the community organizations that serve them. Supervises the staff and volunteers within the Youth Services Department at the Main Library. Promotes library services and activities in the community. Works closely with the Assistant Director to provide quality youth services across all library branches.

## **JOB SUMMARY**

- Responsible for direct management of library personnel in the Youth Services Department of the Main Library functioning in their day to day activities
- Organizes the daily tasks in the Children's Department and Teen Loft
- Coordinates programming for children and teens, including and the annual summer learning program, *Summer@RPL*
- Collaborates with and oversees Youth Services staff in creating and delivering innovative lessons, programs, displays, and promotional materials
- Coordinates with Youth Services staff in the creation and maintenance of online content including social media and other streaming and recorded virtual content
- Coordinates the planning of library outreach programming with school and community partners
- Fosters and maintains relationships with schools and community partners
- Coordinates the development and maintenance of the Children's and Teen collections within budget guidelines
- Assists patrons with the use of library resources and services
- Handles problems and complaints as they occur
- Assists in the establishment, revision, and modification of library policies and procedures as they pertain to Youth Services
- Serves as a resource for collections and programming for all RPL branches
- Represents RPL at local and regional meetings, workshops, and seminars as required
- Identifies, executes and reports on grant for youth services
- Coordinates the collection of data to measure the impact of Youth Services
- Other duties as assigned

## **MINIMUM QUALIFICATIONS**

### ***Educational Requirements***

- Master's Degree from an ALA accredited library school

### ***Experience***

- At least 3 years in a professional or educational setting working with children and managing staff

### ***Clearances***

- PA Child Abuse Clearance
- Mandated Reporting Training for Child Abuse
- PA Criminal Record Check
- FBI Criminal Background Check
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## **KNOWLEDGE, SKILLS & ABILITIES**

- Excellent verbal, written, and digital communication skills
- Ability to lead, motivate, and direct library staff

Resumes to: [resumes@readingpubliclibrary.org](mailto:resumes@readingpubliclibrary.org)

- Knowledgeable and skilled in personnel management and decision making
- Ability to create and work within budgets
- Ability to provide and model excellent customer services while working with a diverse, urban population
- Ability to establish and maintain cooperative relationships with community partners
- Ability to identify community interests and needs, and design relevant and responsive programs
- Broad knowledge of children's and teen literature, authors, and illustrators including both classic and modern materials
- Understanding of 21st Century library collection development practices across all formats
- Knowledge of learning styles and child development
- Well-informed about current trends in libraries and education
- Strong technology skills including internet navigation, gaming, social media, and Microsoft Office Suite
- Bilingual Spanish a plus

## **WORKING CONDITIONS**

Scheduling flexibility required, as work schedule may vary based on the needs of the library. Evening and weekend hour required. Must have own transportation.

Frequent standing, sitting, bending, talking, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Must be able to communicate and be understood clearly. May be required to lift or move files, books or supplies of up to 35 pounds. This is a physically active position. *(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

## **Disclaimer**

Management reserves the right to add, modify, change or rescind work assignments as needed. The essential functions or duties listed above are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.