



YOUTH SERVICES MANAGER

Logan County Libraries is seeking a dynamic and dedicated individual to serve as **Youth Services Manager**, full-time, 35 Hours/Week, including evenings and weekends. The ideal candidate will be passionate about providing exceptional library services to children, teens, and their families. This role involves planning and implementing programs, managing the youth collection, and fostering a love of reading and lifelong learning among young patrons.

Position Overview:

1. Design, develop, and conduct engaging programs for children, teens, and their caregivers.
2. Coordinate and promote special events, summer reading programs, and other activities aimed at youth.
3. Collaborate with schools, community organizations, and other partners to deliver effective programs and services.
4. Select, order, and maintain a diverse collection of materials for children, including books, audiovisual materials, and digital resources.
5. Evaluate and weed the collection regularly to ensure it remains current, relevant, and in good condition.
6. Stay informed about new publications, trends, and best practices in youth literature and library services.
7. Provide reference and reader's advisory services to children, teens, and caregivers.
8. Assist patrons with the use of library resources, including the catalog, databases, and digital tools.
9. Create a welcoming and inclusive environment for all youth and their families.
10. Represent the library at community events and meetings.
11. Develop and maintain relationships with local schools, daycares, and other youth-focused organizations.
12. Promote library services and programs through various channels, including social media, newsletters, and the library's website.
13. Maintain accurate records and statistics related to youth services programs and collections.

14. Prepare reports and provide input on the budget for youth services.
15. Participate in professional development opportunities and stay current with trends in youth services and librarianship.
16. Reports to the Library's Executive Director.

Qualifications:

ALA-accredited MLS/MLIS degree with three years' experience in a children's or teen department, or a teaching environment is preferred.

1. Management experience.
2. Ability to operate computer and web applications, departmental technology, and the library's automation and email systems.
3. Ability to provide consistently high-quality customer service.
4. Knowledge of youth library services, youth literature, and popular youth materials.
5. Ability to relate to children and teens with an understanding of their developmental needs.
6. Ability to effectively work with and design age-appropriate programs for preschool, school-age, and teen patrons and their parents and caregivers.
7. Ability to maintain confidentiality and use appropriate judgment in handling information and records.
8. Ability to resolve complex problems.
9. Ability to manage a yearly budget.
10. Consistently maintains and displays a positive attitude.

What We Offer:

1. Competitive salary commensurate with experience.
2. Comprehensive benefits package, including health, and retirement plans.
3. A combination of paid time off, sick leave, and a range of holidays throughout the year.
4. Opportunities for professional development and growth.
5. A positive and collaborative work environment.

Application Process:

Submit a letter of interest and resume as Word or PDF attachments to Executive Director, Beverly Arlequeeuw at barlequeeuw@logancountylibraries.org, or mail to 220 N. Main St, Bellefontaine, OH 43311. **This position closes on Sunday, June 30, 2024.**