



HEAD OF YOUTH SERVICES

Marple Public Library is seeking a Head of Youth Services to manage and supervise our Children's and Teen programs under the direction of the Library Director. This is a full-time position.

Responsibilities

- Planning, management and supervision of all Children's & Teen services
- Conducts programs for children and their families
- Budget management
- Purchasing of materials
- Reference Desk as scheduled including one Sunday per month
- Cooperation as a team member in performing duties is essential.

Requirements

- Completion of an accredited Master of Science degree in Library Science preferred.
- Knowledge of specific departmental operations and activities as appropriate.
- Experience working with Microsoft Office (Word, Excel).
- Three to five years related public library experience. This experience should be in working with children.

Additional Requirements

Pennsylvania criminal, child abuse and FBI background checks required

Compensation

\$50,000-52,000 depending on experience. Benefits include vacation and sick leave, health and dental insurance, pension plan and optional TIAA-CREF participation.

The job description can be found at marplelibrary.org. To apply, please provide a letter of interest, resume and three professional references by September 20, 2024 to:

LaTanya Burno
madirector@delcolibraries.org

HEAD OF YOUTH SERVICES

GENERAL STATEMENT OF DUTIES

Under the direction of the Library Director, responsible for the planning, management and supervision of all children's & teen services, including programming, budget management, and purchasing of materials.

DISTINGUISHING CHARACTERISTICS AND EXAMPLES OF WORK

Cooperation as a team member in performing duties is essential.

Responsible for planning all Children's and Teen programming.

Conducts programs for children and their families, such as Storytimes, Summer Reading Club, Family Place, and Lego Club.

Purchases all children's and teens books, audiovisual and all other material.

Administers and controls Children's Services budget expenditures to stay within appropriate levels.

Promotes and publicizes the services, programs and resources of the Children's Services Department in coordination with the Development/Marketing Director.

Works Reference Desk as scheduled including one Sunday per month and occasional evenings.

Conducts all in-service training for Children's/Teen staff to keep them informed of new procedures and purchases.

Provides information to assist with grant finding efforts and maintain records and data as required of approved grants.

Maintains current knowledge of field through attendance at conferences, seminars etc., and through literature review.

Prepares narrative and statistical reports for the Library Director.

Performs other duties as required.

BASIC KNOWLEDGE

The completion of an accredited Master of Science degree in Library Science preferred.

Knowledge of specific departmental operations and activities as appropriate.

Experience working with Microsoft Office (Word, Excel).

EXPERIENCE

Three to five years related public library experience. This experience should be in working with children.

SUPERVISORY RESPONSIBILITY

Provides supervision for one Children's Programming Assistant II and one Teen Assistant II.

INDEPENDENT ACTION

Functions within the scope of library policies, procedures and practices as a department head. Reports directly to the Library Director.

ADDITIONAL REQUIREMENTS

Pennsylvania criminal, child abuse and FBI background checks required.

COMPENSATION

\$50,000-52,000 depending on experience. Benefits include vacation and sick leave, health and dental insurance, pension plan and optional TIAA-CREF participation.