

Craven-Pamlico Regional Library Invites application for the position of:

Job Title: Youth Supervisor

Department: New Bern-Craven County Library

Salary: Begins at \$40,000.00

Reports to: Branch Manager



The Craven-Pamlico Regional Library is seeking a Youth Services Manager for its New Bern- Craven County Library. We are looking for an enthusiastic, outgoing, innovative, and creative professional who is passionate about working with children and their caregivers.

In this role, you will be part of the library's management team and will supervise a group of librarians and library assistants dedicated to the Youth Services Department. Your primary responsibility will be to manage this team as they provide engaging programs and services for children from birth through their teenage years, as well as for their caregivers. Additionally, you will serve as the Manager on Duty in the absence of the Branch Manager, assisting with the overall management of library operations. Collaboration with colleagues and Library Administration on system projects and initiatives will also be essential.

Inquiries about this job posting should be directed to hr@mycprl.org with the subject heading "New Bern - Youth Supervisor".

Youth Supervisors' Responsibilities:

- Coordinate and conduct engaging, educational, and innovative programming for children and teens from birth to age 17. Participation in programs is mandatory.
- Answer informational and reference questions from patrons using print and electronic resources.
- Assist and instruct customers in the use of print and online materials and technology.
- Provide reader advisory services for all age groups; aid customers in selecting books, periodicals, media, and other materials.
- Maintain the library collection by weeding outdated materials, marketing, and merchandising library resources.
- Identify materials for potential addition to the library collection.
- Stay updated on resources, services, and technologies in the information field.
- Supervise volunteers assigned to the Youth Services Department.
- Manage all youth services activities within the library, including evaluating common areas for age appropriateness.
- Collaborate with the Branch Manager to develop the children's library budget and take responsibility for the development of all juvenile materials.
- Plan and assign tasks to subordinates; develop work procedures and schedules.
- Review the work completed in the Youth Services Department.
- Prepare the weekly schedule for the Youth Services Department.

- Guide parents, teachers, and library users of all ages regarding suitable and desirable materials for reading and other purposes.
- Collaborate with organizations serving the community's youth, including the Board of Education. Plan and organize special events, programs, and services based on the community's needs and interests.
- Develop and conduct educational, cultural, and recreational enrichment programs through the library.
- Implement programs for children that promote literacy and encourage the use of library facilities, materials, and technologies.
- Create an inclusive and welcoming atmosphere within the library for all users. Provide positive public relations and customer service practices.
- Address the needs of library patrons and resolve complex customer issues.
- Participate in continuing education opportunities and encourage staff to attend relevant training sessions on essential topics.

Knowledge, Skills, and Abilities Required:

- Knowledge of the principles, standards, and practices of library science;
- Knowledge of library reference sources and methods;
- Ability to create or curate professional resources;
- Ability to use professional knowledge to manage the library's collection;
- Ability to prioritize and manage a self-directed workload;
- Ability to provide information service to customers of all ages;
- Ability to establish and maintain good working relationships with others;
- Ability to exercise tact, good judgment, and initiative;
- Knowledge of word processing and computer applications;
- Ability to communicate effectively orally and in writing to answer reference questions and provide reading guidance;
- Knowledge of the Library's operating procedures;
- Ability to interpret Library policy for staff and the general public;
- Ability to promote interest in library services;
- Ability to plan and provide community-oriented library programs and outreach;
- Ability to adapt to workplace change;
- Ability to classify and catalog materials;
- Ability to effectively train and supervise others.

Schedule:

The Youth Services Supervisor's schedule would include 1 evening shift, and 1-2 Saturdays. As an exempt employee/supervisor, the person in this position would be expected to work additional nights or Saturdays if the department needs coverage.

Working Conditions:

Work is typically performed in a busy library setting; may require extended periods of standing.

Benefits include:

Holiday pay, sick leave, and vacation leave. Health, dental, and visual insurance are also provided. Position is eligible for the NC Local Governmental Employees' Retirement System.

Minimum Qualifications:

A master's degree in Librarianship or a related field (MLS, MLIS, MIS, or ML) from an ALA-accredited program or NC program is required. One year of experience as a librarian is necessary, with supervisory experience preferred.

Must pass background check, drug screening, NC Child Abuse History clearance, and have a clean driving record.