

EASTTOWN LIBRARY & INFORMATION CENTER
720 FIRST AVENUE, BERWYN, PA 19312
www.easttownlibrary.org

Head of Youth Services (Fulltime)

Job Objective

The Youth Services Librarian oversees the implementation of all aspects of the library's services for youth and young adults. This position periodically oversees the entire library.

Essential Duties, Tasks and Accountabilities

- Supervises Youth Services staff.
- Provides reference and reader's advisory services.
- Responsible for collection development and management of materials for youth and young adult collections.
- Oversees the planning, scheduling and hosting of youth and young adult programming.
- Maintains relationships with relevant local school personnel.
- Provides outreach programming.
- Participates in library committees and individual projects as assigned.
- Attends relevant library system meetings and training programs.
- Serves as the person in charge during some evening and weekend shifts and as such is responsible for opening and/or closing the library and addressing any issues that arise during the shift.
- Performs other duties as assigned.

Qualifications

- Minimum of 3 years of job-related experience in a public library.
- Master's degree in Library and/or Information Science from an ALA accredited program.
- Minimum of 1 year of supervisory experience.
- Knowledge of youth and young adult literature and current publishing trends.
- Knowledge of trends in library programming for youth.
- Knowledge of state education standards, especially in the areas of pre- and early literacy training.
- Excellent interpersonal and customer service skills.
- Excellent computer skills; experience with MS Office products.
- Excellent verbal and written communication skills.
- Flexibility and teamwork are critical to this position.
- Experience with online social media, digital library materials, and makerspace technology.

Job Hours: 35 hours per week (including periodic evening and weekend hours).
Available immediately.

Starting Wage: \$42,000 - \$45,000 annually commensurate with experience. Benefits provided.

Easttown Library & Information Center is an Equal Opportunity Employer and complies with the American with Disabilities Act (ADA). All library positions require a PA state criminal background check, PA Child Abuse History Clearance and a FBI fingerprint based federal criminal history background check.

Please send cover letter and resume via e-mail to:

Alan Silverman, Director
Easttown Library & Information Center
director@easttownlibrary.org