



Young Adult Services Manager

Job Title: Young Adult Services Manager
Immediate Supervisor: Library Director

Department: Library Services
Non-Exempt

Job Description: This is a part-time professional position at the Wamego Public Library. Employees are responsible for providing excellent customer service and presenting a positive image of the library in attitude, appearance and performance of duties. In addition to customer service skills, this position requires technical, computer, writing and communication skills. The Young Adult Services Library Manager is responsible for performing various professional level library services to meet the educational, recreational, and informational needs of the community, with particular emphasis in teen services.

Essential Functions:

- Directs the daily operation of the Young Adult Room to ensure the highest quality service possible.
- Develops, plans and leads a variety of library classes and events for young adults (6th -12th grade), including school year and summer reading programs.
- Maintains a current knowledge of trends in young adult literature, library services, and programs.
- Assists in the selection of materials for the young adult collections. Evaluates and maintains collections for balance and comprehensiveness.
- Plans, organizes, and manages all aspects of young adult library services including, but not limited to, gaming events, book clubs, craft classes and the Summer Reading Program for teens.
- Develops cooperative programs with local schools and other community organizations.
- Performs outreach activities with organizations, agencies, schools, and home school providers in the community to creatively promote library services and facilitate programming.
- Works public services desks, processes and issues library cards, checks in/out materials, and assists in shelving materials as needed. Assists patrons in the library and over the phone, answering reference and routine questions.
- Promotes and publicizes the youth services program in the schools and the community by:
 - Visiting and speaking to school, civic, cultural and social organizations;
 - Assists with updating the library's social media pages;
 - Assisting in community and/or fundraising events;
 - Preparing flyers, brochures, newsletters and press releases for classes and events.
- Attend monthly staff meetings.
- Submits a monthly report to the Library Director.
- Attends professional workshops, continuing education programs, and library conferences.
- Pursues and applies for grants to help supplement the library funds for youth services.
- Performs other duties as assigned.

Knowledge, Skill and Ability:

- Considerable knowledge of young adult library services, programs and literature.
- Experience, training, or study in the field of young adult literature and/or education, including program presentation and community outreach skills.
- Exhibits creativity, energy and enthusiasm to promote positive community spirit.
- Must have the ability to interact effectively with all age levels and cultural backgrounds.
- Knowledge of books, authors and readers interests.
- Ability to exercise good judgment and make independent decisions.
- Ability to communicate effectively in written and oral expression.
- Ability to cooperate with staff and the public in a professional and courteous manner.
- Ability to establish and maintain effective working relationships with co-workers.
- Ability to troubleshoot computer, software or equipment issues.
- Ability to learn to operate equipment and programs as required by the position.

Physical Requirements *(In compliance with the American with Disabilities Act the following represents the Physical and Environment Demands:*

- This position requires an equal amount of time spent standing, walking, and sitting.
- Lifting, pushing/pulling, or carrying objects weighing up to twenty-five (25) pounds is sometimes required, with a maximum of forty (40) pounds infrequently required.
- Climbing, stooping, kneeling, crouching, crawling, twisting, reaching and bending are sometimes required.
- Repetitive movements of the hands are sometimes required.
- Audio, visual, and verbal functions are essential to this position.
- The majority of the workday is spent indoors.

Minimum Requirements:

- Experience working with 6th – 12th grade youth and caregivers.
- A Bachelor's degree is preferred.
- Excellent writing and interpersonal communication skills.
- Detail oriented.
- Ability to effectively work under tight deadlines and manage projects independently.
- Strong work ethic and resourcefulness in solving problems.

Statement of Equal Opportunity and Nondiscrimination: Wamego Public Library is committed to equal opportunity and nondiscrimination in all employment, programs and services, and does not discriminate on the basis of race/ethnicity, color, religion, sex, marital status, national origin, ancestry, age, sexual orientation, disability or veteran status.