

Vespasian Warner Public Library District - Youth Services Manager

The Vespasian Warner Public Library District seeks a highly motivated Youth Services Manager to join our staff to serve the youth of Clinton, Illinois. This is a full-time, exempt position with benefits.

The Youth Services Manager is responsible for the operation of the Children's Department, including programming, collection development, and readers' advisory services. The duties include, but are not limited to, assisting youth, parents, and other members of the public in selecting, locating, and utilizing library resources and instructing youth in library use.

Planning and conducting programs for youth throughout the year is a major component of the position. Programs offered during the year include story times, reading clubs, after school programs, holiday events, and craft programs with special emphasis on the summer reading program.

Community outreach is essential to ensure collection development and programs meet the ever changing needs of the community. As a spokesperson for the Vespasian Warner Public Library District, the Youth Services Manager is responsible for visiting local schools and collaborating with other community organizations to educate the community about the resources the library has available to them.

The Youth Services Manager provides assistance at the circulation desk and supervises the work of circulation clerks and volunteers as needed. The position also oversees building operations when designated to do so by the library director.

The successful candidate will have a positive outlook, strong customer service skills, flexibility, a good sense of humor, a commitment to promoting literacy, and creating a warm, inviting atmosphere for children, teens, and their families.

Candidates are required to have:

- Bachelor's degree in education, library and information science, family services, or another related field. Candidates who will complete their degree before the anticipated start date will be considered.
- Youth programming experience
- Ability to read aloud and relate to listeners
- Strong knowledge of computer functions
- Ability to create and follow a budget, compile and maintain records, and present information
- Demonstrated ability to work well with staff and the public
- Initiative, dependability, good judgment, tact, and courtesy
- Ability to lift at least 25 pounds, climb stairs, bend, and reach
- Valid Illinois driver's license and reliable transportation

It is preferred, but not required, that candidates have:

- MLS degree from an accredited college
- Thorough knowledge of current trends in children's literature
- Experience working with youth in a library setting
- Experience in supervising staff members
- Experience in recruiting training, and supervising volunteers
- Experience with collection development, barcoding, and cataloging

Position Details

- Compensation commensurate with experience
- Full medical, dental, and vision benefits
- Paid vacation, sick time, and holidays
- IMRF (Illinois Municipal Retirement Fund)
- Some evening and weekend hours required
- Background check required
- Anticipated start date: July 1, 2020

The Vespasian Warner Public Library District is an equal opportunity employer and welcomes all qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. We are committed to achieving an inclusive and diverse workforce.

To apply:

To apply, please submit a cover letter and resume with three professional references to Bobbi Perryman at perryman@vwarner.org or directly to the library at 310 N. Quincy St. in Clinton, IL 61727, Attn: Bobbi Perryman. The deadline for application is 4pm on Friday, March 27, 2020.

Contact Information:

Vespasian Warner Public Library District
Bobbi Perryman, Executive Director
310 N. Quincy St. Clinton, Illinois 61727
Email address: perryman@vwarner.org Phone: 217-935-5174