



6130 King Highway, P.O. Box 25, Comstock Township, MI 49041

JOB POSTING HEAD OF YOUTH SERVICES

The Comstock Township Library is a Class IV library with a service population just over 15,000. CTL is seeking an enthusiastic, personable individual to lead the Youth Services Department, serving young people from birth to age 17. Under the supervision of the Library Director, the Head of Youth Services is responsible for overseeing all youth collections, programs, and services, managing and mentoring a team of five Youth Associates, and participating on CTL's management team. CTL embraces an evolving, service-minded culture where innovative ideas are encouraged and welcomed.

Position: Full time, 37.5 hours weekly, including Wednesday evening and rotating Saturdays (1 per month)

Starting Salary: \$41,000

Benefits: Health, dental, and vision insurance, employer contribution toward health savings account, vacation, personal time, paid holidays, disability insurance, employer contribution toward retirement benefits

Primary Job Duties:

- Schedules, trains, manages, and evaluates youth staff; conducts department meetings as needed
- Oversees and conducts programs and services to meet specific needs of young people
- Selects for and maintains youth material collections
- Provides reference and reader's advisory service to caregivers, parents, and young people
- Works closely with Marketing Associate to advertise and promote youth programs and services
- Develops and coordinates outreach efforts to local child care centers and schools; oversees student library card program
- Generates a monthly department report for review by the Library Director and Board
- Works as part of the management team; assumes responsibility for the library in absence of the Director and Assistant Director; attends monthly manager meetings
- Prepares for emergencies and helps maintain a safe work environment

Required Qualifications:

- Bachelor's degree
- 2-3 years of library work experience with young people
- Delivers consistently friendly, attentive, welcoming, high-quality customer service to all ages
- Knowledge of the philosophy and techniques of public library service

- Knowledge of youth literature and trends in youth programs and services
- Embraces change in the work environment, procedures, and services
- Able to prioritize duties and tasks; work independently and assume responsibility
- Is highly responsive and has clear oral and written communication skills
- Full range of computer and internet skills and experience

Preferred Qualifications

- Master's degree in Information or Library Science from an ALA-accredited library school
- Supervisory experience

Mental & Physical Requirements:

- Able to maintain confidentiality of library records and administrative matters
- Is flexible, works under short time constraints, and meets deadlines
- Able to interact and work effectively with patrons, supervisor, and co-workers
- Able to interpret and follow policies and guidelines
- Standing or sitting for long periods of time
- Keyboarding; using the telephone; lifting; pushing; pulling or carrying objects weighing up to 25 pounds; walking; bending; stooping; crouching; reaching; pushing book carts

To Apply: Please email cover letter, resume, and answers to the following application questions to Emily Kubash, Library Director at emilyk@comstocklibrary.org or drop-off paper copies to the Library, C/O Emily Kubash.

Application Questions:

1. How would you create and maintain a cohesive team in the Youth Services Department with a clear vision and shared goals?
2. Where do you see youth library services in the next 5 years? What do you think needs to happen to make that vision successful?
3. Describe a program or service you might like to implement at Comstock Township Library.

Deadline for Applications: Position open until filled. Preference given to application materials received before June 26, 2023.

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. This is an at-will position. The Comstock Township Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual's race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.