



Title: **Children's and Teen Services Manager**

**Job Summary:** Join the 2021 IMLS-award winning Highwood Library & Community Center, a small but mighty library serving a diverse community. The Highwood Library & Community Center is an innovative anchor that enriches, empowers, educates, and embraces the community it serves. Our vision is to uplift, inform and grow the community through the library's collections, programming and engagement strategies. This exciting position will lead and oversee library service and programming for and with children and young adults. Connecting and collaborating with children, teens, and young adults including those with diverse backgrounds and abilities will be central to this role. Developing a strong working relationship with local school districts and child-serving organizations will also be critical to the position's success.

**About the Highwood Public Library:** Founded in 1976, the Highwood Public Library is an innovative and collaborative anchor of the community, providing educational support, information needs, engaging services, and inspirational collections. The Library provides free multicultural and bilingual programs, services, and resources for Highwood and Illinois residents of all ages and ethnicities, including story time, book discussions, summer reading programs for all ages, as well as literacy-focused bilingual programming.

Position Status: Full-time, exempt

Hours: 40 hours/week. Flexible, including some evenings and Saturdays

Benefits: Health benefits package, IMRF

This position reports to the Associate Director

**Duties and Responsibilities include:**

- Lead the development, implementation and evaluation of children's and young adult's services programming.
- Lead the development and implementation of the Teen Advisory Board
- Conduct regular community needs assessments to identify needs of children and young adults in order to create tailored services and programs to address the identified needs.
- Oversee the curation of the library's children's and young adult collections, including relevant print and digital resources and special collections, based on the needs and interests of the children and teens in the community.
- Plan, implement, and evaluate library programs and services which fulfill the diverse educational, recreational, and personal needs of local children and teens. Ensure that the department uses a connected learning approach in conducting programs and events with children and youth so they educate, inform, and inspire and that children and young adults gain information gathering, research skills, and digital literacy skills.



- Directly supervise children's and young adult program staff members, providing direction, guidance, coaching and evaluation. Assist team members in effectively reaching their professional goals and carrying out the strategic plan.
- Coordinate training and background checks for and daily activities of volunteers assigned to youth and children's services.
- Leverage community experts, coaches, and mentors for services and programs in order to meet children's and teens needs and interests.
- Adopt a community engagement mindset and develop and maintain effective relationships with schools, community groups, agencies, and non-profits that target youth in order to plan and deliver programs and services that meet local youth needs and interests.
- Attend and participate in professional library conferences, seminars, associations, and network committees; read professional literature; attend and participate in staff meeting discussions and trainings.
- Track all program data, outcomes and success stories and complete program reports.
- Provide prompt, courteous, and direct assistance to all patrons with basic information regarding use of library materials, equipment, and services.
- Other duties as assigned.

#### EDUCATION/QUALIFICATIONS:

- Master's degree in Library and Information Science from an ALA-accredited program preferred.
- One or more years of professional experience in a library setting, with supervisory experience preferred.
- Background experience in education or demonstrated experience working with children and teens with knowledge of positive behavior support and interventions preferred.
- Ability to draw on concepts of developmental stages, including physical, affective and interpersonal, cognitive, language and social milestones as they relate to children and teens.
- Knowledge of relevant, developmentally appropriate library materials and services available for children and teens.
- Knowledge of a trauma informed approach to library services and library restorative practices for youth.
- Empathic and compassionate approach to serving and collaborating with children and teens.

This position is partially grant funded and will depend on the continued availability of sufficient funding.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The library work environment is usually busy and demanding. Employee must be able to work a flexible schedule which may include evenings and Saturdays.