**Head of Young Adult Services Position Description – Sunderland Public Library**

**Job Title:** Head of Young Adult Services

**Hours Worked Per Week**: 12

**Supervision Received:** This position is supervised by the Library Director.

**Direct Reporting Staff:** Volunteers.

**Job Description:**

The Head of Young Adult Services is responsible for providing administrative, professional, and supervisory work in the area of Young Adult Services. The Head of Young Adult Services is responsible for collection development of young adult materials, young adult program planning, and assists in other library operations. The Head of Young Adult Services is responsible for the completion of the following tasks:

**Leadership:**

* Provides a vision for the Sunderland Public Library’s young adult department and implements strategies to achieve that vision.
* Stays informed of developments and trends in young adult services.
* Works with parents, teachers, school librarians, and other professionals in choosing resources for the young adults they serve.
* Reaches out to other community organizations that work with young adults to inform them of the library’s services and to collaborate on special projects.
* Reaches out to young adults both in and outside of the library to receive their feedback on the library’s services and to gather ideas for new programming and acquisitions.
* Participates in professional development opportunities.
* Assists the Library Director with grant preparation.
* Handles patron complaints in the absence of the Library Director courteously and then reports the complaints to the Library Director.

**Collection Development:**

* Selects and purchases all library materials for young adults, including books, audiobooks, DVDs, and magazines.
* Weeds the young adult collection as needed.
* Reads book review journals.
* Creates thematic book displays.

**Programming/Event Planning:**

* Plans and leads at least two events for young adults per month.
* Plans and hosts a Junior Teen Advisory Board meeting and a Senior Teen Advisory Board meeting once a month.
* Works with young adults to develop and maintain interest in the Junior Teen Advisory Board and the Senior Teen Advisory Board.
* Uses recommendations from the Junior Teen Advisory Board and the Senior Teen Advisory Board to improve the library’s young adult services.
* Plans and leads the young adult portion of the Summer Reading Program.
* Coordinates with performers to establish events.
* Stays informed of innovative programming opportunities for young adults.
* Assists in the promotion of events and programs through the creation of flyers and press releases.
* Rearranges the library space to best suit particular events.
* Maintains the Google Calendar of events.

**Circulation:**

* Staffs the circulation desk.
* Checks in and out library materials.
* Knows how to use the Evergreen ILS for all circulation tasks.
* Answers the phone.
* Assists patrons with placing holds and searching the OPAC.
* Notifies patrons when holds become available.
* Prints and processes pull list of holds and assigns the completion of pulling the holds to an available volunteer or staff person.
* Records daily patron usage statistics.
* Processes billed library materials.
* Shelves and conducts shelf-reading of library materials.
* Creates library cards and updates patron records.
* Collects and records copier/fax fees and all other monetary donations.

**Reference:**

* Answers reference questions from people of all ages both in person and over the phone.
* Provides reader advisory services for people of all ages.

**Technical Services:**

* Catalogs all incoming young adult materials.
* Assist with processing of new materials as needed.
* Assist patrons in using computers, photocopier, eReaders, mobile devices, and other library related technologies.
* Troubleshoots issues with the public access computers, printer, photocopier, television, and other library-owned devices.

**Other Duties:**

* Opens the building at the start of the day.
* Secures the building at the end of the day.
* Supervises volunteers.
* Stays aware of the conditions of the building in the young adult room and reports issues or possible improvements to the Library Director.
* Informs patrons of and enforces library policies.

**The Head of Young Adult Services may also be assigned additional tasks by the Library Director.**

**Minimum Qualifications:**

* High School Diploma.
* Experience working with young adults ages 11 – 18.
* Experience providing customer service.
* Enjoyment of working with diverse patrons of all ages.
* Ability to supervise diverse volunteers.
* Commitment to ongoing professional development.
* Creativity.
* Comfort using a variety of technologies including computers, printers, photocopiers, eReaders, and mobile devices.
* Willingness to learn new technologies.
* Ability to handle multiple tasks simultaneously and assess priorities in a busy setting.
* Ability to maintain composure and treat patrons with kindness in a busy setting.
* Ability to work both independently and collaboratively.
* High level of organizational skills.
* Enthusiasm, energy, and accuracy in the completion of all tasks.

**Preferred Qualifications:**

* Bachelor’s Degree.
* Experience working in libraries.
* Experience using Evergreen ILS.

**Physical Demands of Position:**

* Standing for long periods of time.
* Frequent bending, crouching, reaching, climbing, and walking.
* Ability to push or pull a book truck weighing up to 75 pounds.
* Regularly lifting items weighing up to 20 pounds.
* Ability to work at a computer screen for extended periods of time.