

J. Lewis Crozer Library

Head of Youth Services and Programming

Position Overview:

- This position entails duties covering a wide array of library services but an emphasis will be placed on library programming, creative and engaging activities, and promotion of library services via social media. A person in this position will be expected to offer fun, exciting programs and manage the library's social media presence.
- This person will also be responsible for attending the county's youth services meetings.
- This is a full-time department head position. Flexibility in scheduling is required and will include some evening and Saturday hours.

Primary Duties:

- Introduce children to the library and present the library as a fun and welcoming place.
- Plan and direct library programming for children, such as weekly storytime, arts and crafts events, make-and-take crafts, children's book clubs, summer reading support, etc.
- Network with local daycares to provide services and programs.
- Develop and execute a marketing strategy for children's programs to the community.
- Maintain the library's social media presence and use it to advertise upcoming events in collaboration with the head of Adult Programming and Community Outreach.
- Work with the library's board and the Head of Adult Programming to release a library newsletter on a monthly basis.
- Be willing to interact and serve patrons and answer questions and respond to requests.
- Collaborate with other department heads in the daily administrative tasks needed to keep the library functioning efficiently.
- Participate in collection development and expansion with other department heads.
- Assist the Head of Adult Programming in the execution of their programming when needed.
- Cross train to cover the circulation desk during peak periods and to cover staff breaks.
- Additional duties may be assigned as needed.

Requirements for this position:

- A Bachelor's degree, or equivalent experience, is required. A Master's degree is preferred.
- Teaching or daycare experience is strongly preferred.
- Library and/or customer service experience preferred.
- Reliable transportation is required for this position as the responsibilities will often require travelling to community partners.
- 3 clearances must be completed prior to employment offer:
 - PA Child Abuse Clearance
 - PA Criminal History Clearance
 - FBI Fingerprinting Background Check
- Standing, lifting, bending, the ability to read small print are all physical requirements for the position.
- The applicant should enjoy working with and assisting individuals of all ages in Chester's diverse community.
- Respect for supervisors, coworkers, and patrons is essential along with sensitivity to patron privacy.

Send resume and cover letter to crozerlibrary@delcolibraries.org