

Job Opportunity: Youth Services Manager

The Martinsburg-Berkeley County Public Library System is seeking a Youth Services Manager to manage the children's department of the central library in Martinsburg, W.V. and to coordinate children's programming for the central library and three branches in Berkeley County. Duties include program planning, promotion, and implementation, collection development, children's reference and reader's advisory, circulation, staff supervision, and community outreach. Nights and Saturdays may be required.

Education and Experience

Required: Bachelor's Degree

Preferred:

- Master's Degree in Library and Information Science
- Bachelor's or Master's Degree in education or related field
- Experience working as a Children's Librarian
- Two years management experience

Full-time with benefits. Salary Range \$35,000- \$45,00.

[Please apply through Indeed](#)

Send any questions to: gretchen.fry@mbcpl.org,

Essential Functions for the Martinsburg Library:

- Supervises, schedules, and evaluates children's department staff. Mentors and evaluates Teen Librarian. Manages volunteers in the children's department.
- Performs reference and general circulation duties as needed
- Purchases books, audiovisual materials, e-materials, and program supplies.
- Plans, implements, and oversees age appropriate programming. Manages STEAM Lab for the Martinsburg Library and teaches STEAM classes.

Essential Functions for the Martinsburg- Berkeley County Public Library System:

- Coordinates system-wide summer reading program and purchases promotional materials and prizes.
- Works with branch managers and staff to share children's programs between libraries.
- Contracts with outside vendors, community groups, and volunteers to bring programs to the library system.
- Coordinates continuing education opportunities for branch and affiliate libraries.
- Serve as the liaison between the library and the schools.
- Works with the Development and Community Outreach manager to create partnerships with community organizations, and promote library services and programs.
- Creates content promoting children's programs for Facebook and the website.

- Promotes library services by visiting schools, participating in community events, and speaking engagements. Represents the library in the community and at professional organizations
- Works with the Development and Community Outreach Manager to write grants for children's programs and materials
- Ensures a safe environment for staff and patrons. Enforces patron code of behavior, documents incidents, and calls police when needed.
- Works with Director and/or library managers on various projects and committees. These may include: Policies and procedures, library safety, strategic planning, hiring of staff, and staff training.