

Youth Services Supervisor

Average Weekly Hours: 37.5 | FLSA Classification: Exempt

The Indian Trails Public Library District (ITPLD) has an outstanding opportunity for an individual with excellent leadership abilities who is passionate about youth services and committed to serving the members of our community. This position works closely with the Youth Services Manager to supervise the paraprofessional department staff in a collaborative, customer-centric and fun environment. The Youth Services Supervisor would exemplify the library's values of service, respect, trust, compassion, innovation and curiosity in order to cultivate the library's culture and ensure optimal services within a team driven library. This job is full-time, 37.5 hours per week.

The library has a comprehensive benefits package which includes medical, vision, dental, flexible spending accounts, mandatory IMRF participation, 457(k) retirement plan, as well as vacation and sick time. The library also supports continued learning and professional growth. Annualized starting salary of \$55,500.

We serve 67,000 residents in the communities of Wheeling, Buffalo Grove and Prospect Heights. We are committed to our vision of embracing culture, connecting community and igniting curiosity.

Some of the job duties include:

- Supervise assigned staff including hiring, training, coaching and completing employee evaluations.
- Creating and maintaining the desk schedule including making adjustments as needed.
- Staffs the Kids Desk by providing reference and readers advisory service and assisting individuals to find information and locate materials.
- Assists in developing and evaluating desk procedures.
- Develops, implements and evaluates training program for the public service points.
- Maintain library collections by selecting and weeding materials as directed.
- Stay current with age group appropriate literature.
- Plan and conduct programs as needed.
- Actively promote the library, its materials, and services through programs, outreach, displays, and handouts.
- Develop, generate, maintain, and submit statistics and reports as requested.
- Acts in place of the Youth Services Manager as requested in manager's absence.
- Serve as person in-charge (PIC) as required.

This opportunity requires:

- Master's degree in Library Science from an ALA accredited Institution required.
- Two to three years of supervisory experience preferred.
- Ability to deal in a calm, positive manner with patrons of a diverse background and ages with interruptions; to stay organized and use time effectively with minimum supervision.

Culture Code. The ITPLD Way

How we work

We are collaborative, enthusiastic and curious.

We assume positive intent and find ways to say "yes" to the seemingly impossible.

We tackle our fast-paced environment with focus, humor and positive solutions.

Who We Are

We're a diverse bunch who recognize our differences as strengths.

We're an engaged and driven group that values kindness and flexibility.

We recognize one another for a job well done and always have time for a smile.

Staff Perks

We converse well with each other.

We value good humor and fun.

Our workplace is an open, friendly space where we feel valued and appreciated.

We're human - we laugh, throw parties, sing (loudly) with the Tone Defs, sport our sweet branded clothing and love a good potluck.

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- Ability to communicate effectively both orally and in writing with birth through grade 8 and their caregivers.
- Knowledge of relevant software and equipment.
- Ability to read computer screens; type accurately; communicate on the telephone, walkie talkie and other communication devices; push and pull carts weighing up to 40 pounds as well as safely lift and and move materials of various shapes and sizes, up to 50 pounds.
- Able to push and pull carts and bins of various weights and sizes. Able to move about the library for long periods of time.
- Must have reliable transportation to the library facilities and other locations as needed and be able to work days, evenings, weekends, and holidays.

To apply:

Send a cover letter and resume via e-mail to HR at hr@itpld.org.

Please include the job title in the subject line. No phone calls please.