



## **Enrichment Services Manager**

Supervisor: Enrichment Director

Position: FLSA Exempt

Pay Band: D

### **Position Summary**

The Enrichment Services Manager leads the Adult & Youth Services Departments, ensuring that high quality library programs and services are offered to patrons of all ages throughout the library system. The Enrichment Services Manager designs and coordinates services and programs for patrons in the library, at remote locations, and virtually.

### **Essential Duties & Responsibilities**

- Plan, coordinate, approve, supervise, and evaluate library services and programs.
- Supervise, train, and evaluate division staff members.
- Develop and maintain programming standards for the library system; is a resource for all staff and Locations when planning programs and delivering services..
- Work with other department managers to ensure all staff are trained in providing and promoting our services. Provide professional development to interested staff in programming services.
- Responsible for enrichment services programming budget.
- Lead the Bookworm development team.
- Work in public service areas as assigned.
- Coordinate with Communications and Marketing Manager for publicity and promotion of enrichment services and programs.
- Direct youth and adult services staff to ensure all essential tasks are completed.
- Ensure statistics for enrichment services programs, activities and partnerships are compiled and reported.
- Join, attend and participate in community meetings, special events, and organizations as a library representative. Speak to community groups about available library services and potential partnerships.
- Participate in professional organizations and workshops, and keep informed of current techniques and new trends in youth and adult services.
- Provide support to Peer Recovery Specialist in their work at the library. Stay abreast of changes to available services, new opportunities within the area, and trends in recovery services.
- Secure quality speakers, artists, and programs for library users on and off-site.
- Actively participates in safety and security trainings and utilizes training to protect the physical library, the library's online infrastructure, staff, and patrons.
- Perform related duties as required.

### **Qualifications**

- Master's degree in library science; or active enrollment in an ALA-accredited college.
- Two years library experience working with children.
- Two years library experience working with adults.
- Three years supervisory experience.
- Demonstrated ability to supervise personnel.

- Ability to communicate effectively.
- Must successfully pass a criminal background check.

**Supervisory/Management Responsibilities**

Hire, train, supervise and evaluate assigned staff within the Youth and Adult Services departments. Provide programming and reference training to all library staff as requested by the Enrichment Director. Responsible for library location in the absence of a Director.

**Interaction**

Frequent interaction with library employees, patrons, community organizations, vendors and performers.

**Computer/Technology Skills/Equipment/Software Skills**

Common technology used in this position includes but is not limited to Outlook, Data Entry, Electronic Resources, SirsiDynix ILS, Microsoft Programs, Intranet (StaffNet), Internet ([www.CRCPL.org](http://www.CRCPL.org)) Laptop and other library-related software applications.

**Travel Requirements**

Travel by automobile is required for position management responsibilities and training. Frequency of travel: Occasional

**Physical Demands**

Ability to regularly lift/push/pull up to 50 pounds.

Often required to perform tasks at a desk for extended periods of time.

Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment.

Manual dexterity and physical ability to perform essential duties requiring continual standing, reaching, bending, and walking.

**Work Environment**

Work performed generally indoors in a library setting.

Requires availability for extended or nontraditional hours as needed to perform job duties.

**Schedule**

Public Service	On Site	Community Outreach	Telecommute Potential
5%	50%	20%	25%

**Disclaimer**

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.