



## **Enrichment Services Manager**

Supervisor: Enrichment Director

Position: FLSA Exempt

Pay Band: D

### **Position Summary**

The Enrichment Services Manager leads the Adult & Youth Services Departments by ensuring enriching library programs and services for patrons of all ages. The Enrichment Services Manager designs and coordinates services and programs for patrons in the library, at outreach locations, and virtually.

### **Essential Duties & Responsibilities**

- Plan, coordinate, supervise, and evaluate library services and programs.
- Develop programming standards for library system; is a resource for all staff and locations.
- Work with other department managers to ensure all staff are trained in providing and promoting our services.
- Recruit, train, and manage volunteers working in or on behalf of the library.
- Responsible for enrichment services programming budget.
- 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 on request.
- Participate in professional organizations and workshops, and keep informed of current techniques and new trends in adult services.
- Secure quality speakers, artists, and programs for library users on and off-site.
- Work in public service areas as assigned.
- 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.
- 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.

### **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
10%	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.