



**Staff Member:** OPEN  
**Position Title:** Youth Services Coordinator  
**Reports to:** Executive Director

**Category:** II  
**FLSA:** Exempt

**Job Summary:** Develops and coordinates countywide youth services in conjunction with member libraries.

**Essential Functions:**

**All Staff:**

1. Follows the LSLC guiding principles.
2. Meets continuing education goals.
3. Prioritizes work in accordance with departmental goals.
4. Serves as an integral member of and contributes leadership for the Department.
5. Contributes to discussions of departmental activities and presents ideas for improvement.
6. Collaborates and assists with projects outside of Department to further LSLC strategic goals.
7. Resolves member library questions and complaints.
8. Creates documentation and procedures in relation to work.

**Department Heads:**

1. Develops and coordinates long term and short term plans that support LSLC's mission and strategic plan.
2. Researches trends and innovations in order to implement changes to move organization forward while improving services and operations.
3. Prepares and administers Department budgets and reports according to established procedures, prioritizing and providing strategic financial oversight.
4. Represents and promotes the System's services to member libraries, community groups and partner organizations.
5. Regularly visits and communicates with member libraries, library directors and other stakeholders to determine needs.
6. Facilitates networking and contact between the LSLC, member libraries and other organizations.
7. Oversees supervision of organizational operations in the absence of the System Executive Director in accordance to established guidelines.

**Position-Specific:**

1. Consults, develops and coordinates resources and programs in conjunction with member libraries that encourage and connect children and their families and caregivers with reading, use of library facilities and materials.
2. Arranges, prepares and conducts regular meetings between the youth services staff members from the member libraries and assists in the coordination of multi-library program opportunities.
3. Coordinates community engagement activities to include administration and management of:
  - a. Countywide Family Museum Pass program.

- b. 1,000 Books before Kindergarten program
  - c. Countywide Summer Reading Program (including development, coordination, and delivery).
4. Manages grant responsibilities internally and externally with the members, identifies and seeks other funding sources to support established and new youth services programs/projects.
  5. Serves as liaison between Commonwealth Libraries and Lancaster County Public Libraries regarding any and all district/system wide public library youth and family oriented matters.
  6. Coordinates and conducts continuing education and public programming opportunities for all Youth Services stakeholders.
  7. Orients and mentors member libraries' youth services staff members upon request.
  8. Reviews and recommends purchase of youth services titles for the Professional Collection maintaining the quality and relevance of the collection.
  9. Assists Special Services with early literacy initiatives, i.e. BeREADY Rover.
  10. Performs related or similar duties as directed or assigned.

**Education and Experience:**

1. Masters Degree from an ALA accredited library science program; ability to obtain certification by the Pennsylvania Department of Education.
2. A minimum of 3 years public library youth services experience required; additional professional public library and management experience desirable.
3. Must have PA Child Abuse & PA Police Clearance Record Checks, FBI Background Fingerprint Clearance.
4. Membership in a professional organization is encouraged.

**Required Competencies (Knowledge, Skills and Abilities):**

**All Staff:**

1. Able to take direction; manage multiple priorities and prioritize work.
2. Follows and supports LSLC's strategic plan.
3. Willingness to learn new technologies and methods, suggesting new ideas for implementation.
4. Effective communication skills, including but not limited to: Phone, email, in-person etiquette.
5. Proactive and self-motivated problem solver; able to resolve questions and issues from member libraries and the general public in a polite and helpful manner.
6. Ability to work independently or in a group as needs dictate; ability to lead or otherwise assist a team or committee when necessary.
7. Strong organizational skills, including punctuality and attention to detail.
8. Basic knowledge of or quick aptitude in learning how to use standard office software (Microsoft Office/Windows), email and equipment; ability to learn System or industry-specific software and equipment; knowledge of or ability to learn basic website editing.
9. Possession of or the ability to obtain a valid PA Driver's License at employee expense.

**Department Heads:**

1. Able to plan, budget and implement programs on a countywide or equivalent level.
2. Ability to supervise, coach and evaluate staff.
3. Ability to effectively understand, devise and carry out LSLC strategic plan.
4. Knowledge of budget development and management.
5. Ability to effectively promote LSLC and departmental services to all stakeholders.

**Position Specific:**

1. Knowledge of learning and development for children from preschool to teen.
2. Knowledge of children's and young adult literature; age-appropriate online tools and age-appropriate social media resources.
3. Ability to coordinate and conduct continuing education and public programming in a variety of formats.
4. Effective planning skills.
5. Strong contract negotiation skills.
6. Ability to write effective grant proposals and proven ability in securing grant funds.
7. Informed and interested in current trends and emerging technologies, issues and research in librarianship, child development, education and allied fields.

**Physical and Environmental Conditions:**

Work typically requires moderate physical effort in the handling of light materials, boxes or equipment. Work may occasionally demand strenuous effort in the handling of heavy boxes or materials. Work may require sitting or standing for extended periods of time.

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and, training rooms and libraries, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire regulations.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions of this job.