

Youth Programming & Outreach Specialist

Overview:

The Youth Programming & Outreach Specialist is responsible for developing, implementing, and promoting engaging library programs and services for youth and their families. This position also plays a key role in community outreach, fostering partnerships with local schools and organizations, and contributing to the development of the youth collection. This position takes initiative in planning, organizing, and implementing services in alignment with library goals and community needs.

The Specialist reports to the Assistant Director. There is daily collaboration with Administration and staff. The role also requires independence and proactive decision-making.

As a front-facing role, the Specialist often serves as the first point of contact for patrons and is expected to provide excellent customer service.

The Specialist follows library policies and may also exercise discretion and judgment to address complex or sensitive situations as appropriate.

This position is considered full-time. Benefits are outlined in the Employment Agreement.

Primary Responsibilities:

- Provides excellent customer service with a focus on youth services
- Promotes library use by children, teens, and families through outreach and engagement
- Designs and leads enriching programs such as story times, baby times, and other interactive early literacy activities
- Supports inclusive programming and displays that reflect diverse topics, cultures, and perspectives in alignment with inclusivity, access, and intellectual freedom
- Designs and creates displays and flyers to support programming and highlight the collection
- Collaborates with Assistant Director on the development, maintenance, and weeding of youth collections

- Guides patrons in using print, digital, and online resources
- Manages content updates for the library's website and social media related to youth services
- Coordinates outreach efforts with local schools and community organizations
- Represents the library at public events and community activities
- Performs circulation duties and ensures an efficient, welcoming service environment
- Maintains confidentiality of patron records
- Participates in opening and closing procedures
- Performs other duties as assigned

Educational Requirements:

- High School Diploma

Minimum Qualifications:

- Experience working with children and/or in a library setting preferred
- Good judgment and organizational skills
- Ability to provide equitable, respectful service to all patrons, including those experiencing challenges
- Ability to work independently and as part of a diverse team
- Proficiency with library technologies and communication tools
- Willingness to continue professional development through on-the-job training
- Must meet the physical demands of the position, including standing, bending, stretching, reaching, and pushing/pulling carts and equipment

Rate of Pay

- \$16.00 per hour plus PTO. Additional benefits to be listed in job offer letter.