

Under the supervision of the Library Director, the Assistant Director / Youth Services Coordinator assists with the planning, organization, development, and administration of library services and programs for children & youth and assumes the duties of the Library Director in his/her absence.

This is a full-time position, 40 hours per week, including some evenings and Saturdays.

Job responsibilities include, but are not limited to:

- Envision, develop, and establish library programs and services for infants, toddlers, preschoolers, school-aged children, teens, and families which promote early literacy, basic literacy, information literacy, civic & social literacy, health literacy, and financial literacy
- Present programs for infants through teens which promote various aspects of the library collections and encourage youth participation, engagement, and investment in the library. Programming may include, but are not limited to, story times, Summer Reading, STEM programs, music programs, caregiver/child play & educational workshops, special events with outside presenters or authors, and more
- Provide customer service and readers' advisory to library patrons of all ages
- Serve as a liaison with schools, preschools, and homeschool groups & organizations in the service area
- Attend community events and promote library materials, services, programs, working toward making the library an integral part of community activities
- Promote visibility & accessibility of library collections and services, using a variety of online and print media and marketing strategies
- May hire, train, and supervise teen library volunteers
- May manage the library's social media accounts
- Demonstrates commitment to the library's vision, mission, and goals. Maintains confidentiality with respect to borrowers and library users and staff matters. Must adhere to ethical behavior in all library matters
- Performs other duties as assigned

Required Qualifications:

- Bachelor's Degree or higher, with a preference for a degree or coursework in Education, Early Childhood Education, or Library Science
- A minimum of 2 years' professional experience working with children or with children & teens OR recent graduation from an accredited Education or Early Childhood Education program
- Excellent communication, organizational, and interpersonal skills
- Technological fluency, including the ability to use common library and office software and tools, conduct online research and marketing, and show patrons how to use the library's
- online resources, such as eBooks & databases; ability to manage social media accounts for the library

Preferred Qualifications:

- Two or more years' library experience a plus
- Supervisory experience a plus

Additional Requirements:

- Willingness and ability to conduct off-site programs is required, a valid driver's license, and access to reliable transportation
- Willingness and ability to work a schedule which varies from week to week
- Physical ability to regularly lift up to 35 pounds
- Must be able to provide current Pennsylvania and FBI clearances upon hire

Benefits:

- The library offers the option of a SIMPLE IRA with a 1:1 match up to 3%.
- 11 holidays per year
- 5 paid sick days per year
- 10 paid vacation days in first year; 15 paid vacation days in second through fifth year of employment.

To be considered, please send a resume, cover letter, list of three professional references, and salary requirements to: sdrennen@elancolibrary.org.

The position will remain open until filled.
ELANCO Library is an EOE employer.