Title: Director of Youth Services  
Supervisor: President  
Location: YCL  
Classification: Full-Time/Non-Exempt  
Department: Youth Services  
Hours: 40 hours per week

GENERAL DESCRIPTION
The Director of Youth Services serves as the County spokesperson for Youth Services in libraries across York County and Pennsylvania. Supporting York County Libraries mission, goals and strategic plan, the Director of Youth Services is responsible for leading the vision of the youth services program. The Director builds relationships with key organizations that service the needs of children throughout York County and provides leadership to youth services staff.

EDUCATION & EXPERIENCE REQUIREMENTS
- A Master’s Degree in Library Science from an ALA accredited institution.
- A minimum of five years of progressively responsible experience in a library setting.
- A minimum of three years of supervisory experience in a public library.
- Comprehensive knowledge of current trends and practices in youth services.
- Demonstrated ability to plan, implement and measure performance goals.
- Experience in urban and rural library settings.
- Child Abuse clearance, Pennsylvania Criminal History Check, FBI Criminal Record Check and Mandated Reporter Training is required.

GENERAL REQUIREMENTS
Candidate must have vision for an overall plan for Youth Services that embraces innovation, diversity and collaboration. This person must have strategic agility, deal well with ambiguity and have the flexibility to see opportunity in diverse situations. The candidate must have political savvy to build strong relationships and a quality team and needs superior listening skills. The individual must possess outstanding writing, communication and presentation skills, strong organizational skills and attention to detail, strong skills in data analytics and reporting, and the ability to manage and supervise staff. Customer focus is essential to provide quality programs to youth of all ages.

DUTIES AND RESPONSIBILITIES
- Creates and leads achievement of vision for the county youth services team. Identifies new opportunities, builds relationships and fosters collaboration with all partners.
- Serves as ambassador/spokesperson for the department in the community and in larger arenas. Candidate must have a passion for service to children and youth and an unflagging enthusiasm in fulfilling the youth services goals. Candidate will have a presence at the local, state, and national level.
- Participates in the hiring, training, and supervision of all YCL youth staff and assists all YCL libraries in these areas when possible. Serves as a mentor/coach for youth staff around the county as needed. Designs, develops, supports, and oversees all youth services training sessions offered at YCL.
- Manages all youth programs and services offered, in conjunction with YCL team members. Supports YCL marketing initiatives to promote and measure countywide awareness and participation in county event activities. Oversees maintenance of outcome data and focuses on problem solving to achieve the overall vision.
- Manages Youth Services budget including countywide events, targeted youth services programs and initiatives, and serves as liaison with corporate and strategic partners and sponsors supporting YCL youth programming.
- Other duties as assigned by YCL Administration.
CORE COMPETENCIES

• Ensures accountability, holding self and others accountable to meet commitments
• Action oriented, taking on new opportunities and tough challenges with a sense of urgency, energy, and enthusiasm.
• Manages ambiguity, operating effectively when things are uncertain or unclear.
• Attracts and selects top talent to best meet current and future organizational needs.
• Applies knowledge of business and the marketplace to advance organizational goals.
• Collaborates, builds partnerships, and works collaboratively with others to meet shared objectives.
• Communicates effectively, developing and delivering multi-mode communications that convey clear understanding of the unique needs of different audiences.
• Manages complexity, making sense of complex, high quantity and contradictory information to effectively solve problems.
• Manages conflict effectively, with a minimum of noise.
• Plans and prioritizes work to meet commitments aligned with organizational goals.
• Customer focus, building strong customer relationships and delivering customer-centric solutions.

PHYSICAL REQUIREMENTS

• Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
• Must be able to push/pull carts weighing up to 120 pounds.
• Must be able to reach, lift, and stretch throughout the workday.
• Must be able to stand and/or walk up to four hours at a time.
• Must be able to sit for up to four hours at a time.