



JOB ANNOUNCEMENT

POSITION INFORMATION

Title:	Program Manager- Teen Services	Supervisor:	Director of Youth Services
Location:	Martin Library	Classification:	Full-Time/Exempt
Department:	YCL – Youth Services	Supervises:	None
Schedule:	Monday – Friday; some evenings & weekends	Hours:	40 hours a week

COVID-19 vaccination is required. At York County Libraries, the health and safety of our employees are important to us. Therefore, new hires must be fully vaccinated against COVID-19 by date of hire. Individuals requiring a medical or religious accommodation may contact Human Resources.

GENERAL DESCRIPTION

York County Libraries is seeking an imaginative, engaging and highly motivated individual who possesses excellent customer service, technical and interpersonal skills to serve as the **Teen Services Program Manager** on YCL's Youth Services administrative team. Under the leadership of the Director of Youth Services, the Teen Services Program Manager will be responsible for collaborating with staff throughout the county to design, develop, and deliver innovative, STEAM and literacy-based programs and services for teens. The chosen candidate will provide leadership for system-wide teen initiatives and represent YCL in the community and library profession as a knowledgeable resource and advocate for teens in our community.

York County Libraries transforms lives, strengthens the York County community, and enriches individual lives. Join YCL and be part of the story where youth and teens Imagine, Discover and Connect. Support the YCL strategic vision for county-wide youth and teen services.

EDUCATION & EXPERIENCE REQUIREMENTS

- Bachelor's degree required. Master's degree in library science or education preferred.
- Three years minimum library experience required.
- Three years minimum work experience coordinating and presenting teen programs, activities and special events.
- Experience planning and implementing teen programs and initiatives, and ability to determine teen information needs.
- Proficiency with current technology (software, applications, devices) and ability to adapt to evolving technological environments required.
- Knowledge of the needs and abilities of teens related to learning, literacy, and brain development, and their implications for library service. Knowledge of materials for age group and reader's interests.
- Ability to effectively present information in a group and/or individual training environment. Ability to read, analyze, and interpret general business periodicals, professional journals, and policy and procedure manuals. Ability to write reports and business correspondence.
- Ability to be self-motivated, undertake initiatives, and demonstrate resourcefulness with sufficient knowledge of the field to exercise independent judgment in problem solving and decision-making where appropriate.
- Skill in handling multiple tasks to meet deadlines and ability to adapt to changing organizational priorities.
- Commitment to providing services that support diversity, equity, inclusion, and accessibility to the York community with a focus on children, teens, and families.
- Candidate must be dependable, a self-starter, and be able to travel locally.
- Current PA Child Abuse Clearance; PA Criminal History Check; FBI Fingerprint Based Record Check; and Mandated Reporter Training Certificate.

DUTIES AND RESPONSIBILITIES

- Engages teens in library spaces through innovative programs and services.
- Works as a team player, enjoys public speaking and provides customer service to a diverse population of all ages.
- Collaborates with managers and youth/teen services staff to research, plan and coordinate the development of teen programs and outreach. Provides staff training, as needed.
- Delivers teen programs at YCL locations, with a focus on self-expression, career development and technology skills.

- Strengthens and cultivates relationships between York County schools, colleges, community organizations, businesses and YCL.
- Identifies opportunities to align teen services and programs with YCL strategic initiatives. Makes recommendations regarding member needs, program ideas, and library needs.
- Visits schools within the county to inform teachers and students about system-wide library programs for teens, such as Part of the Story and the Youth Empowerment Summit.
- Assists with projects and grants coordinated through the YCL Youth Services and Development Departments.
- Assists the Director of Youth Services with special programs/events and coordinates Teen SummerQuest events for York County.
- Other duties as assigned by the Director of Youth Services.

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.
 - 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 (6) hours at a time.
 - Must be able to sit for up to four (4) hours at a time.
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ADDITIONAL INFORMATION

Required Clearances:

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
- Federal Criminal History Record
 - <https://www.identogo.com/locations/pennsylvania>
- Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>

York County Libraries supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit jobs.yorklibraries.org to complete an employment application.
