



## JOB ANNOUNCEMENT

### POSITION INFORMATION

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<b>Title:</b>	Youth Services Specialist	<b>Supervisor:</b>	Director of Youth Services
<b>Location:</b>	Martin Library	<b>Classification:</b>	Full-Time Hourly/Non-Exempt
<b>Department:</b>	YCL – Youth Services	<b>Hours:</b>	40 hours a week
<b>Schedule:</b>	Monday through Friday; 8:00AM-5:00PM (1-hour lunch); Some nights and weekends.		

*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 energetic, team-focused, and goal-oriented **Youth Services Specialist** to serve on YCL's Youth Services administrative team. Under direct supervision of the Director of Youth Services, the Youth Services Specialist provides a variety of essential tasks in support for the YCL Youth Services Department and YCL system-wide programming at the 13 York County Libraries locations. The Youth Services Specialist will provide communication for system-wide programs and services and assist in representing YCL as a knowledgeable resource and advocate for youth 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

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- Associates degree required. Bachelor's degree preferred.
  - Two years of customer service experience required.
  - Two years of administrative experience preferred.
  - Effective public speaking experience preferred.
  - Current PA Child Abuse Clearance; PA Criminal History Check; FBI Fingerprint Based Record Check; and Mandated Reporter Training Certificate.

### GENERAL REQUIREMENTS

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- Candidate must enjoy being a team player and facilitating service to a diverse population of all ages.
  - Excellent written and verbal communication skills and the ability to effectively and professionally coordinate with outside organizations and YCL staff.
  - Proficiency with current technology (software, applications, devices) and ability to adapt to evolving technological environments required. Knowledge of data entry and creating promotional materials is required.
  - 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.

### DUTIES AND RESPONSIBILITIES

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- Serves as a liaison between the YCL Youth Services Department, other YCL administrative departments and the 13 York County Libraries locations.
  - Provides outreach services to the community in alignment with YCL's strategic plan.
  - Schedules, prepares documents for and takes notes at various meetings.
  - Oversees and posts to social media accounts for youth services, assures public calendars are updated, oversees distribution of fliers or brochures to local agencies, outlets and YCL locations.
  - In cooperation with the Marketing Department, assists in creating program fliers.
  - Identifies opportunities and partnerships for future programming in conjunction with Director of Youth Services.
  - Responsible for organizing and distributing centralized kits and materials.
  - Prepares purchase orders and monitors supplies for YCL Youth Services Department.
  - Organizes and updates program timelines, calendars and related contact information.
  - Tracks data for countywide youth services initiatives, runs reports, and provides training on these databases, when needed.
  - Responsible for gathering, analyzing, reporting, and presenting program data.

- Provides support for systemwide youth programming.
- Other duties as assigned by the Director of Youth Services.

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#### PHYSICAL REQUIREMENTS

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- 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

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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>

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**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](https://jobs.yorklibraries.org) to complete an employment application.**

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