



Staff Member:

Position Title: Youth Services Liaison

Reports to: Executive Director

Category: II

FLSA: Exempt

Job Summary:

The Youth Services Liaison is responsible for coordinating the development and implementation of countywide youth services in collaboration with member libraries. This role serves as the primary contact between library staff, system leadership, and community partners, facilitating communication, program coordination, and resource management.

Essential Functions:

All Staff:

1. Follows the LSLC guiding principles.
2. Meets continuing education goals.
3. Prioritizes work in accordance with departmental goals.
4. Serves as an integral member of and contributes leadership for the Department.
5. Contributes to discussions of departmental activities and presents ideas for improvement.
6. Collaborates and assists with projects outside of Department to further LSLC strategic goals.
7. Resolves member library questions and complaints.
8. Creates documentation and procedures in relation to work.

Position Specific:

Communication & Facilitation:

1. Serve as a liaison between the Office of Commonwealth Libraries (OCL), LSLC leadership, Youth Services (YS) staff, and library directors, sharing updates, policies, and resources with member library staff.
2. Facilitate clear communication on system-wide initiatives and program guidelines.
3. Ensures alignment with community needs and system goals within multi-library program opportunities.
4. Coordinate advocacy and marketing efforts to promote the importance of library youth services in the community and engage stakeholders.
5. Promptly respond to member library questions and complaints.

Program Development & Coordination:

6. Develop and coordinate countywide youth services programs (e.g., Summer Reading and 1,000 Books Before Kindergarten), along with external initiatives such as PA Forward and Family Place.
7. Works with member libraries to support relationships with community organizations to enhance youth and family services.

8. Curate and distribute physical materials and prizes for youth programs, ensuring consistent availability across libraries.
9. Oversee the museum pass program and other shared resources, ensuring accessibility and effective use.

Professional Support:

10. Provide on-the-ground support for program execution, staff training, and mentorship.
11. Work with Training Librarian to identify and provide continuing education for youth services staff across member libraries.
12. Recommend purchases for the Professional Collection, keeping materials relevant.
13. Create documentation, procedures, and reports related to programs and projects.

Fiscal Management:

14. Assist with budget preparation and financial oversight for programs, ensuring funds are allocated appropriately.
15. Identify and pursue new funding opportunities to support youth services programs.
16. Identify grant opportunities for internal and external projects, and manage grant applications and awards for LSLC projects, including LSLC's EITC program.

Education and Experience:

1. Associate's degree in library science or a related field, or equivalent experience required; master's degree in library science from an ALA accredited library science program preferred.
2. Minimum of 3 years of experience in a public library, youth services experience preferred. Additional professional public library management experience desired.
3. Must have PA Child Abuse, PA Police Clearance Record Checks, and FBI Background Fingerprint Clearance.
4. PA Driver's License, clean driving record preferred.
5. Membership in a professional organization is encouraged.

Required Competencies (Knowledge, Skills and Abilities):

All Staff:

1. Able to take direction, manage multiple priorities and prioritize work.
2. Follows and supports LSLC's strategic plan.
3. Willingness to learn new technologies and methods, suggesting new ideas for implementation.
4. Effective communication skills, including but not limited to: Phone, email, in-person etiquette.
5. Proactive and self-motivated problem solver; able to resolve questions and issues from member libraries and the public in a polite and helpful manner.
6. Ability to work independently or in a group as needs dictate; ability to lead or otherwise assist a team or committee when necessary.
7. Strong organizational skills, including punctuality and attention to detail.
8. Basic knowledge of or quick aptitude in learning how to use standard office software (Microsoft Office/Windows), email and equipment; ability to learn System or industry-specific software and equipment; knowledge of or ability to learn basic website editing.
9. Possession of or the ability to obtain a valid PA Driver's License at employee expense.

Position Specific:

1. Knowledge of library programs, community outreach, and grant writing.
2. Proven ability to manage multiple projects simultaneously, prioritize tasks, and meet deadlines.
3. Excellent organizational, problem-solving, and communication skills.
4. Ability to work independently and as part of a team, demonstrating leadership and collaboration.
5. Understanding of child development, children's literature, and educational resources.
6. Experience with marketing, public relations, and social media initiatives.
7. Familiarity with grant management and fundraising.

Desired Qualities:

1. Strong networking and relationship-building skills with the ability to engage a diverse group of stakeholders.
2. Creative and proactive, with a willingness to experiment with new ideas and approaches.
3. Tech-savvy, with a solid understanding of digital tools used in library services and social media.
4. Accessible, adaptable, and committed to ensuring equitable opportunities for all libraries in the system.

Physical and Environmental Conditions:

Work typically requires moderate physical effort in the handling of light materials, boxes or equipment. Work may occasionally demand strenuous effort in the handling of heavy boxes or materials. Work may require sitting or standing for extended periods of time.

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms and libraries, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire regulations.

The above job description is not intended as, nor should it be construed as exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential functions of this job.