

The Eastern Lancaster County (ELANCO) Library in Lancaster, Pennsylvania is seeking enthusiastic & qualified candidates for the position of Assistant Director / Youth Services Coordinator. ELANCO Library serves approximately 25,000 residents of five rural municipalities and aspires to be a community center aiding in the creation of a stronger and healthier community and civil society.

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 weekends.

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 is not limited to, story times, Summer Reading, STEM programs, caregiver/child play & educational workshops, special events with outside presenters or authors, and more
- Provide customer service and reader's 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 assist with fundraising & grant writing efforts
- May hire, train, and supervise teen library volunteers. May supervise part-time library assistants working in the children's department
- May perform 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 'people' skills
- Technological fluency, including the ability 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' professional library experience a plus
- Supervisory experience a plus
- Master's Degree in Library Science from an accredited college/university a plus
- Experience with virtual, online, or remote programming a plus

Additional Requirements:

- Willingness and ability to conduct off-site programs is required, a valid driver's license, and access to reliable transportation
- Must be able to provide current Pennsylvania and FBI clearances upon hire

Salary Range: \$36,000-\$45,000

To be considered, please send a resume, cover letter, list of three professional references, and salary requirements to: Anna D'Agostino, ELANCO Library Director, at adagostino@elancolibrary.org

The application deadline for this position is November 22, 2021. Review of applications will begin immediately, and the position will remain open until filled.

ELANCO Library is an EOE employer.