



Youth Services Programming Specialist

Status: Full-Time | 35 hours/week | 4 weekdays + 1 evening shift; 1 Saturday/month required

Starting Pay: \$17.05/hour

Benefits: Health, vision, dental, paid vacation, sick leave, and holidays

About Us

Western Allegheny Community Library is a vibrant, innovative public library serving the communities of Findlay Township, North Fayette Township, and Oakdale Borough. We value diversity, inclusivity, literacy, and lifelong learning, and we pride ourselves on providing exceptional service in a dynamic, welcoming environment.

Position Summary

Under the supervision of the Youth Services Manager, the Youth Services Programming Specialist will create and deliver engaging, developmentally appropriate programming for children and teens from birth through 18. This position combines creativity, community engagement, and direct service, both inside and outside the library. The ideal candidate is passionate about working with youth, skilled in building community relationships, and committed to delivering high-quality, inclusive services.

Key Responsibilities

- Plan, develop, and implement engaging and educational programs for children, tweens, and teens (birth–18)
- Provide reader's advisory and basic reference services using print and digital resources
- Foster relationships with youth, families, and caregivers, offering excellent customer service and support
- Deliver monthly storytimes at preschools and daycares using the library's Book Bus (or personal transportation when necessary)
- Representing the library at community events and outreach activities
- Build and maintain partnerships with local organizations and schools
- Supervise and support teen volunteers in meaningful library activities
- Promote the library and its services in a positive and professional manner

Qualifications & Requirements

Education & Experience:

- Bachelor's degree preferred, especially in Education, Library Science, or related field
- Experience planning and facilitating youth programming strongly preferred
- Knowledge of early literacy, youth development, and children's literature

Skills & Abilities:

- Outgoing, organized, and energetic, with a passion for working with children and families
- Strong written and verbal communication skills
- Ability to work both independently and collaboratively
- Commitment to excellent customer service and responsiveness to patron needs
- Proficiency in Microsoft Office, Windows 11, email, internet; Canva experience a plus
- Must be able to lift up to 35 lbs
- Valid driver's license with a safe driving record

Clearances (required upon offer of employment):

- PA State Criminal Background Check
- PA Child Abuse History Clearance
- FBI Fingerprint Criminal Records Check

Working With Us

Western Allegheny Community Library offers a supportive, innovative, and family-friendly work environment that values creativity and collaboration. We prioritize a healthy work-life balance and are committed to the professional growth of our team.

We are proud to be an equal opportunity employer, dedicated to fostering a diverse and inclusive workplace. All qualified applicants will receive consideration without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, or veteran status.

To Apply:

Please send your cover letter, resume, and three references to:

partykam@westernalleghenylibrary.org

Applications will be reviewed on a rolling basis until the position is filled.