

Youth Services Specialist

Job Description

Classification Title: Youth Services Specialist

FLSA Status: Non-Exempt

Employment Status: Full-time (includes evenings and weekends)

Reports to: Library Director and the Program/Community Outreach Manager

Summary:

The Youth Services Specialist plans, develops, and delivers innovative library services and programs for children, teens, and young adults, with a strong emphasis on STEAM learning, digital literacy, and youth engagement. This position oversees the Teen Area, Maker's Space, and e-Sports area, and leads outreach programming in schools and community settings. The Youth Services Specialist serves as an advocate for youth services, fostering a welcoming, creative, and inclusive environment that supports learning, exploration, and personal growth.

Essential Job Duties and Responsibilities

Programming & Outreach:

- Collaborates with the Program / Community Outreach Manager to plan, implement, and evaluate a wide range of youth and teen programs, including STEAM programs, summer reading initiatives, school-year activities, and special events held both in the library and offsite.
- Designs and delivers outreach programs for schools, daycares, homeschool groups, and community organizations, developing age-appropriate curricula and hands-on learning experiences aligned with educational standards.
- Evaluates existing programs using attendance data, participant feedback, and outcomes to continuously improve offerings.
- Promotes all youth and teen programs through flyers, booklists, displays, online platforms, and other marketing tools in accordance with library branding and style guidelines.

Teen Area, Maker's Space, & e-Sports Oversight:

- Oversees daily operations of the Teen Area, Maker's Space, and e-Sports area, ensuring safe, engaging, and inclusive environments.
- Provides one-on-one and group instruction on Maker's Space equipment, e-Sports systems, computers, software, and emerging technologies.
- Performs routine maintenance, basic troubleshooting, and cleaning of Maker's Space, e-Sports, and technology equipment.
- Develops guidelines and best practices for equipment use, behavior expectations, and safety procedures.
- Supports digital citizenship, online safety, and responsible technology use.
- Maintains engaging displays, decorations, and bulletin boards in youth and teen spaces.

BELLAIRE PUBLIC LIBRARY

Collection Development & Readers' Advisory:

- Identifies youth and teen patron needs and interests and recommends materials for purchase.
- Runs reports to evaluate circulation and recommends weeding of outdated or unused materials.
- Maintains awareness of trends in youth and young adult literature, STEAM education, and popular culture.
- Assists patrons with readers' advisory, information requests, and the effective use of library resources.

Instruction & Youth Engagement:

- Teaches youth basic information-seeking and research skills.
- Encourages curiosity, creativity, collaboration, and problem-solving through hands-on learning opportunities.
- Encourages youth leadership through advisory groups, teen volunteering, or peer-led programs, assessing community needs and trends to inform future program development.
- Models positive interactions with teens and addresses behavior concerns with consistency and respect.

Administration & Collaboration:

- Gathers statistics, prepares reports, and completes projects as assigned.
- Collaborates with the Program / Community Outreach Manager and Fiscal Officer to develop and manage budgets for Youth and Teen Services.
- Assists in grant research or implementation related to youth, technology, or STEAM initiatives.
- Trains and assigns daily tasks to clerical staff as appropriate.
- Performs general library duties, including reference and circulation desk coverage as needed.
- Participates in professional development through conferences, workshops, continuing education, and professional reading.

Required Knowledge, Skills, and Abilities:

- Experience working with children and teens, with knowledge of youth and young adult services, programming, and literature.
- Strong interest in STEAM education, maker activities, and emerging technologies.
- Digital literacy, including experience with software, mobile devices, gaming systems, and adapting to new technologies.
- Excellent interpersonal and communication skills, with the ability to work effectively with diverse populations.
- Strong planning, organizational, and time-management skills.
- Ability to work independently and as part of a collaborative team.
- Ability to manage behavior challenges and resolve conflicts calmly and professionally.
- Knowledge of library principles, readers' advisory, collection development, Dewey Decimal Classification, and automated circulation systems.
- Ability to lift and transport materials up to 50 pounds and perform physical duties associated with library work.
- Ability to meet the public with poise and self-assurance, and to deal tactfully and courteously with library patrons.
- Ability to function effectively in a team-oriented environment.
- Ability to work scheduled hours, arrive promptly, and maintain regular and reliable attendance.

BELLAIRE PUBLIC LIBRARY

Qualifications:

- Bachelor's degree or equivalent combination of education and experience.
- Minimum of 2–3 years of experience working with children and/or teens.
- Prior library experience preferred.
- Reliable transportation and ability to travel for outreach programming.
- Successful completion of a background check.

Working Conditions:

- Work generally requires physical effort including standing, bending, and walking.
- Much lifting and carrying of stacks of books, packages, and similar items with weights up to 50 pounds.
- Ability to perform repetitive tasks.
- Agility and strength for pushing loaded book trucks up to 150 pounds, and shelving and retrieving library materials stored from near floor level to 90" high.
- Requires attention to visual detail and manual dexterity for using the computer, keyboard, mouse, printer, and other office equipment.
- Must be able to work with frequent interruptions.
- Hours include some evenings and weekends. Schedules may be adjusted to accommodate the Library's needs.

The usual physical demands referred to above are typically exhibited when performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the Library and employee identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA-related disability.

The above job description is not all-inclusive but are the general duties expected of this position. The Director reserves the right to assign other duties as needed for the orderly operation of the library.