

## Youth Services and Outreach Director (Full time) – Main

The **Youth Services and Outreach Director** leads the vision, strategy, and operational excellence for all youth-focused programs and outreach initiatives across the library system. Working under general supervision from the Executive Director, this senior management role shapes innovative services, manages key staff, stewards budget resources.

This role combines strategic planning, data-driven evaluation, and deep engagement with both internal teams and the public. The Director ensures that youth programming aligns with community needs and library goals, and that all initiatives are delivered with high quality, effectiveness, and fiscal responsibility.

### **As a Youth Services and Outreach Director, a typical day may include the following...**

- ✓ Participates in strategic planning and in developing new youth services and outreach policies, programs, collections, services and partnerships in response to customer interest for the library system.
- ✓ Supervise the Youth Services and Outreach Managers and the overall delivery of services for the library system.
- ✓ Assists with the preparation and implementation of the annual library budget.
- ✓ Monitors youth services and outreach budget and expenditures for the effective fiscal management and control of the branches.
- ✓ Designs and analyzes key youth service metrics from across the system and creates monthly reports.
- ✓ Participates in the personnel process, including hiring, supervision and performance management/development.
- ✓ Plan and coordinate training for all youth services and outreach staff; develop manuals and other supporting documentation
- ✓ Provide direct customer assistance through programming, reference and readers' advisory services
- ✓ Responds verbally or in writing to customer suggestions, inquiries and concerns for the system.
- ✓ Visits library locations regularly to meet with staff to evaluate collections, observe programs and special events.
- ✓ Actively participates in the System Management team.
- ✓ Write and administer grants
- ✓ Prepare reports and compile statistics reflecting youth services and outreach activity
- ✓ Perform related duties as assigned by the Executive Director

### **This job maybe a good fit for you if you have...**

MLS/MLIS from an accredited library school or Master's Degree in a related discipline,  
5 years progressively more responsible professional library experience **including supervision** **OR**  
Equivalent combination of education, training, and work experience that will provide the required knowledge and abilities

### **SKILLS and ABILITIES**

Must qualify and maintain Kentucky Department for Libraries and Archives (KDLA) certification requirements  
Thorough knowledge of child behavior and development, including early literacy skills  
Thorough knowledge of children's and young adult literature

Thorough knowledge of library principles and practices; awareness of current library trends and developments

Ability to interpret community interests, concerns and needs and to assist in developing appropriate library services and collections

Demonstrate strong organizational skills, both independent management of the central department and system wide youth services

Ability to apply effective principles of leadership and management to maximize employee potential

Ability to establish and maintain effective working relationships with other employees and the public

Ability to set priorities and work independently

Ability to communicate effectively verbally and in writing; strong presentation skills

Proficiency with Windows-based PC's, Microsoft Office products, Google suites, Internet, email, and related products and procedures

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Light to medium work involving lifting, pushing, or pulling up to 20–50 lbs.

Reaching, bending, kneeling, and crouching to retrieve and replace supplies and files.

Handling and manipulating library materials, forms, invoices, checks, and files.

Frequent use of computers and office equipment.

Visual acuity sufficient to read printed and digital text in various font sizes.

### **What we have to offer...**

Starting at \$ 60,840 annually or commensurate with education and experience. Excellent benefits package, which includes healthcare, dental and vision coverage at no cost to employee, including a generous time off policy and participation in the County Employees Retirement System as well as a tuition assistance program.

**If you have what we're looking for in this position, send cover letter (including salary requirements), job application and resume to:**

Human Resources Manager

Boone County Public Library

1786 Burlington Pike

Burlington, KY 41005

[jobs@bcpl.org](mailto:jobs@bcpl.org)

Fax 859-689-0410

**Position will remain open until filled.**

We are offering a competitive salary for this role. Recognizing that every candidate brings unique skills and experience to the table, as such, we are open to negotiating the salary to ensure that we arrive at a mutually beneficial arrangement.

The Boone County Public Library is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity or expression, age (40 or over), disability, veteran status, genetic information or other characteristics protected by law.