

**Location:** Caroline County Public Library  
100 Market Street, Denton, MD 21629

**Job Title:** Youth Services Manager

**HOURS & DAYS OF DUTY:** Full time, 37.5 hours per week. Regular schedule includes daytime, evening, and rotating Saturdays.

**General Summary:** The Caroline County Public Library seeks an innovative, experienced, conscientious, and community-oriented Youth Services Librarian to oversee all aspects of library programs and services for youth aged 0-17 and their families. The purpose of this position is to provide library services to youth, to their families, and to adults working with youth; promote love of literature; encourage engagement in STEAM learning; and to promote information literacy for youth. As a management position in a small public library (20 FTE employees), this position requires proficiency in frontline customer service and youth program delivery, along with the ability to manage budgets, apply for and manage grants, contribute to the library's strategic plan, and supervise staff. Strong project management and interpersonal communication skills are required for success. The Caroline County Public Library is dedicated to ensuring equity of library services to the community; as such, we seek a librarian who views library services through an equity lens and is skilled at partnering with organizations to deliver services to traditionally underserved groups.

**Requirements:**

- Master's degree in library science from an American Library Association (ALA) accredited program.
- Two years of experience working in a public library.
- Possess a Maryland Class "C" driver's license or an equivalent from another state.
- Excellent written and verbal communication skills
- High level of computer proficiency, including familiarity with both Mac and Windows operating systems.

**Preferred Qualifications:**

- Two years of experience working with youth of all ages in a public library environment.
- One year of supervisory experience.
- One year of youth collection development experience.

**Salary:** Salary: Range of \$50,000 - \$55,000, Commensurate with Experience. Benefits include health and dental insurance, and participation in the Maryland State Retirement System.

**Application Process:** Submit a cover letter, resume, and three professional references to [employment@carolib.org](mailto:employment@carolib.org). This position will be open until filled.

The Caroline County Public Library is an Equal Opportunity Employer and is committed to diversity in the workplace. The Library's policy is to treat all employees and applications equally and without regard to race, color, religion, age, sex, marital status, national or ancestral origin, sexual orientation, or disability in accordance with applicable laws. This policy is applicable to all aspects of employment, including recruitment, hiring, training, and promotions.

The Caroline County Public Library complies with the ADA. Applicants who require reasonable accommodation in the application and/or interview process should contact the Library Office Manager at 410-479-1343 prior to submitting an application or resume.

The Caroline County Public Library is a drug free/smoke free facility.

**View complete job description at: [www.carolib.org](http://www.carolib.org)**