



PORT CHESTER-RYE BROOK
PUBLIC LIBRARY

Port Chester-Rye Brook Public Library Head of Youth Services Position

The Port Chester-Rye Brook Public Library is seeking an enthusiastic, friendly, innovative and creative Youth Services Librarian to lead our Children's and Teen departments.

About the Library

The Port Chester-Rye Brook Public Library has been serving the Villages of Port Chester and Rye Brook for 150 years. We are an Association Library, serving the seventh largest population in Westchester County. Our mission is to provide free access to information, materials, programs and technology to meet and enrich the educational, recreational, and cultural needs and interests of the community. The Library seeks to engender a love of reading, to encourage curiosity and to instill a joy of learning in patrons of all ages. The Library recognizes, appreciates and embraces all of its patrons and provides environments and resources that respect diversity.

Summary:

Under the general supervision of the Library Director, the Head of Youth Services is responsible for the supervision and daily operation of the Youth Services Department. This role includes: managing staff, planning and implementing programs for children and teens, providing reference and reader's advisory services, collection development and community outreach.

Responsibilities:

- Oversee the daily operation of the Children's and Teen Departments.
- Schedule and train staff.
- Create a positive and welcoming environment for children, tweens, teens and their parents/caregivers.
- Provide reader's advisory and reference services to children, teens and adults.
- Design, plan and implement a variety of programs for children from infancy through early adolescence to offer learning opportunities and spark curiosity, such as summer reading programs, story times, crafts, other programs and more.
- Develop and maintain all aspects of the children's and teen collections, including ordering, selection, weeding and evaluating materials.
- Write, develop and implement grants and special projects.
- Collaborate with local schools to encourage usage of the library, to promote library services and to support literacy.
- Engage in community outreach to promote Library services, programs and resources.
- Serve as a liaison to area schools, libraries and community organizations.
- Design and produce flyers and write press releases.

- Oversee and keep records of the departmental materials and program budget.
- Create displays, bulletin boards, booklists and school summer reading lists.
- Assist patrons with computers, printing, online databases and digital literacy.
- Attend professional workshops, meetings, and conferences to stay current in the field and with library trends.
- Ensure all library policies and procedures are followed.
- Submit monthly board reports.
- You may be assigned to work at the adult information desk.
- Other duties and responsibilities assigned by the Director.

Knowledge, Skills and Abilities:

- Ability to lead, supervise and motivate employees.
- Ability to prioritize, manage multiple projects and work well under pressure.
- Excellent interpersonal, communication and organizational skills.
- Knowledge of MS Office, Canva, social media and web content management.
- Understanding of collection development, children’s and teen literature and budgeting.
- Experience working with children, teens and families.

Qualifications:

- ALA Accredited Masters of Library Science degree.
- Minimum of three years professional library experience working with youth.

Schedule:

35 hours per week, evenings and weekends as required, schedule subject to change.

Physical Requirements:

- Prepare and arrange room setup for library programs and events, lift and carry up to 25lbs as needed.

Compensation:

Starting salary: \$65,000 - \$75,000, depending on experience.

Benefits include medical and dental insurance, and enrollment in the New York State Retirement System. The Port Chester-Rye Book Public Library is an Equal Employment Opportunity employer.

To apply: Please submit a cover letter and resume to Library Director, Tee Cotter tcotter@pcrblibrary.org by April 24, 2026.