WHITMAN COUNTY RURAL LIBRARY DISTRICT
102 South Main Street
Colfax WA 99111

JOB TITLE: District Youth Services Specialist
HOURS: 32 per week, evenings and weekends as assigned
LOCATION: Colfax Branch
SUPERVISOR: Executive Director
CLASSIFICATION: Library Associate Supervisory
SALARY RANGE: $26.00 - $30.25
UPDATED: October 30, 2026

Position Summary:

This position provides youth services, resources, guidance, and support to all Whitman County Rural Library District branches, schools, and youth-serving organizations. Responsibilities include planning, leading, and facilitating youth programming at the Colfax branch, including regular Storytimes and monthly after-school youth clubs, as well as traveling throughout the district to support programming, mentor branch managers, and strengthen community engagement. The position develops practical educational resources, program kits, activity guides, and reproducible materials to support high-quality youth services across the district. Additionally, the position establishes and maintains mutually beneficial community partnerships, promotes the library's mission, services, and resources, and develops promotional displays, advertising, and marketing materials to increase awareness and participation in library programs and services. As a member of the Library Leadership Team, this position participates in leadership, staff, and programming meetings and contributes to the ongoing development and coordination of library services.

Supervisory Responsibilities: This position directly supervises one Youth Services Assistant.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- Develop, coordinate, and deliver youth programs at the local branch and throughout the library district, including regular Storytimes and after-school youth clubs.
- Coordinate the district-wide Summer Reading Program in collaboration with the Adult Services Manager.
- Support consistent, high-quality youth programming while encouraging branch-level creativity and responsiveness to local needs.
- Provide guidance, resources, and programming support to branch managers throughout the district, including sharing current trends and effective practices in youth services.
- Establish and maintain partnerships with schools, community organizations, and youth-serving groups to expand library programming, services, and outreach.
- Develop, curate, and distribute educational resources, activity guides, storytime kits, program kits, and reproducible materials that support child and youth development, early literacy, and engaging library programming.

- Visit branches regularly to provide individualized mentoring, demonstrate programming techniques, assist with activities, and build collaborative relationships with staff.
- Facilitate connections between branch managers and local schools, educators, childcare providers, and community partners to expand collaboration and improve services for children and families.
- Represent the library at community events, meetings, school visits, and library tours.
- Collaborate with the Finance Manager to develop and maintain the youth services budget.
- Research funding opportunities and independently develop, write, and submit high-quality, competitive grant applications to secure funding for youth services, programs, and resources.
- Design promotional displays and create marketing materials to promote library programs and services.
- Collaborate with the Marketing Specialist to write and distribute press releases, create publicity materials, and promote library programs and services through social media and other communication channels.
- Stay current on library policies and procedures and ensure assigned duties are performed in accordance with them.
- Provide courteous and responsive service to patrons in person, by telephone, and electronically, using a variety of information resources.
- Assist patrons with locating library materials and information, using library technology, and accessing library services.
- Perform regular circulation and reference desk duties, including assisting patrons with library materials, resources, services, and Reader's Advisory.
- Assist with daily branch operations, including library opening and closing procedures.
- Help maintain clean, organized, and aesthetically pleasing public areas of the library.
- Maintain the organization, cleanliness, and readiness of all youth services supply and storage areas.
- Collect, compile, and maintain statistical data and prepare monthly programming reports and other administrative documentation.
- Foster positive relationships among library branches, staff, community organizations, and the public.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Contribute to a positive and trusting workplace culture by building strong working relationships, communicating effectively, supporting colleagues, sharing responsibilities, and prioritizing team success over individual recognition.
- Demonstrate emotional maturity, discretion, and self-awareness by receiving feedback constructively, and addressing concerns directly and respectfully with the appropriate individuals.
- Ability to promote effective, inclusive, and developmentally appropriate youth programming across branches while supporting staff in tailoring activities to their communities' needs.
- Demonstrate strong interpersonal skills by building positive working relationships, mentoring and collaborating with coworkers, and treating patrons and community members with kindness, professionalism, and dignity.

- Communicate clearly and effectively, both orally and in writing, ensuring information is shared professionally throughout the library district.
- Thrives in a lively, fast-paced environment and brings the energy and enthusiasm needed to lead engaging activities for children and teens.
- Ability to stay calm and professional when plans change or unexpected challenges arise, while staying organized, managing multiple priorities, and coordinating projects and services across multiple locations.
- Exercise sound judgment, professional ethics, responsibility, and trustworthiness; acknowledge mistakes, accept accountability, and seek opportunities for improvement.
- Demonstrate an understanding of children's needs, developmental stages, interests, and abilities, or the ability and willingness to develop this knowledge.
- Ability to design and assemble storytime kits, program-in-a-box resources, activity materials, and reproducible programming tools.
- Works independently and proactively to manage workload, prioritize responsibilities, and make productive use of available work time. When immediate priorities are complete, identifies additional tasks and opportunities to contribute in support of departmental goals.
- Apply logic and reasoning to identify problems, evaluate options, and make sound decisions.
- Follow verbal and written instructions and demonstrate strong attention to detail.
- Assist patrons with current and emerging technologies, including digital media, and demonstrate a willingness to learn new technologies and systems.
- Perform alphanumeric filing accurately and learn and apply the Dewey Decimal Classification System.
- Seek out learning opportunities and new information to continually develop knowledge and skills in youth services and related areas of specialization.
- Protect the privacy and confidentiality of library patrons and staff in accordance with library policies and applicable laws.
- Understand and uphold the principles outlined in the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement.
- Recognize potential safety hazards and take appropriate steps to address or report them.
- Maintain regular and reliable attendance and be available to work evenings and weekends as required.

REQUIREMENTS:

- Valid Washington State driver's license
- Able to lift 40 pounds, bend, stoop, climb stairs, reach with ease and stand for extended periods of time
- Ability to use library computer system and troubleshoot basic technical and digital problems both for self and library patrons
- Demonstrated competency in Microsoft Office, design databases including, but not limited to Canva
- Skill in using office equipment
- Understand library classification systems
- Skill in using office equipment and cash register
- Work evenings and weekends as assigned
- Reasonable accommodations will be considered upon request

EDUCATION AND EXPERIENCE:

- A high school diploma or GED, along with additional education, training, or coursework relevant to youth services, education, library services, or a related field, is required.
- Prior experience developing or delivering children's programming, teaching, or working with children in an educational or community setting is preferred.

COMPENSATION

- $26.00 - $30.25
    - New hires are typically placed at the minimum of the established salary range, with consideration given to relevant qualifications and experience.

BENEFITS

- 100% employer-paid medical, dental, and vision insurance for employees
- $12,000 basic life insurance provided at no cost to employees
- Participation in the Washington Public Employees' Retirement System (PERS)
- Two personal leave days annually
- Monthly accrual of sick leave and vacation leave at eight hours each
- Eleven paid Washington State recognized holidays annually