



YOUTH PROGRAMMING SUPERVISOR (FULL-TIME)

Upper Merion Township, located in King of Prussia, PA, is seeking an energetic, creative and program-oriented **Youth Programming Supervisor** who will report directly to the Library Director. This position is responsible for planning, developing, and overseeing all library programming for youth (birth through 18 years), including passive programs, outreach initiatives, and seasonal events such as summer reading. Leads and coordinates youth programming staff, ensuring high-quality, developmentally appropriate, and inclusive programming.

The duties of the Youth Programming Supervisor include (but are not limited to):

- Plan, develop, and facilitate engaging educational, recreational, and literacy-based programs for children, teens, and families that align with the library's mission and community needs.
- Evaluate youth programs for attendance, engagement, accessibility, and developmental appropriateness.
- Develop and maintain partnerships with schools, childcare providers, community organizations, and youth-serving agencies to expand awareness and access to library services.
- Represent the library at school events, community events, meetings, fairs, and outreach activities, including evening and weekend assignments as needed.
- Develop, implement, and evaluate passive programming initiatives including Grab & Go activities, displays, reading guides, and self-directed learning experiences.
- Supervise, schedule, and support all youth programming staff.
- Coordinate with the Community Engagement and Technology department on intergenerational events and marketing promotion of youth programs.
- Track attendance, program outcomes, and community impact metrics; and prepare monthly reports.
- Manage program logistics, including scheduling, registration, supplies, room setup, and presenter coordination.
- Monitor and maintain program budgets while ensuring efficient use of resources and adherence to purchasing policies.
- Plan and implement reading challenges throughout the year including, programs, partnerships, and prizes.
- Attend district youth services meetings and professional development trainings when appropriate.
- Performs other duties as assigned to support library operations and services..

Physical Characteristics:

- Walk, sit, bend, and reach materials with ease and comfort.
- Carry items weighing up to 25 lbs.
- Climb and balance on a 14-inch footstool.

Position Requirements:

- Master's degree in Library & Information Science from an ALA-accredited program and 2+ years of supervisory experience.
- Demonstrate proficiency with digital tools and software applications, including Canva and Microsoft Office.
- Experience working directly with children, teens, and families.
- Demonstrates a commitment to diversity, equity, inclusion, accessibility, and intellectual freedom in the development and delivery of library programs and services.

Additional Requirements:

- Current: PA Child Abuse; PA Criminal background check; and FBI fingerprint clearances or ability to obtain them.
- Driver's license and transportation.
- Mandated Reporter training and six hours of continuing education every two years.
- Available to work evenings, weekends, and extended hours as required.
- Proficient in English for reading, writing, and verbal communication.
- Apply strong organizational and detail-oriented practices to oversee program planning, documentation, budgeting, and reporting while meeting established deadlines.
- Communicates effectively across all levels of the organization by actively listening, contributing to team discussions, facilitating communication in both small and large group settings, and maintaining open, consistent communication with colleagues and supervisors.
- Provide exceptional customer service by engaging patrons in an inclusive and welcoming environment while connecting community members to library resources, programs, and services.
- Analyze situations and resolve problems efficiently and effectively.
- Maintain composure and sound judgment in challenging, ambiguous, or high-pressure situations.
- Respond appropriately to changes in direction and priorities.
- Willing to work with and for others.
- Support and facilitate cooperation among others.
- Responsible for personal workspace housekeeping.
- Available to work evenings, weekends, and extended hours as required.
- Proficient in English for reading, writing, and verbal communication

Position Hours:

Monday	9 am – 5 pm
Tuesday	9 am – 5 pm
Wednesday	12 pm – 8 pm
Thursday	9 am – 5 pm
Friday	9 am – 5 pm
1 Saturday each month	10 am – 5 pm

Pay: \$55,000 to \$60,000/year DOE

How to Apply: Applicants must submit:

- A completed job application by visiting: <https://www.umtownship.org/FormCenter/Human-Resources-13/Employment-Application-63>
- A cover letter, and
- A resume via email to hr@umtownship.org.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

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