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Join Our Team!

Youth Services Department Head

Inspire. Lead. Create. Connect.

The Cutchogue New Suffolk Free Library is seeking an exceptional leader who believes that libraries can change lives—one child, one family, and one story at a time.

We are looking for an enthusiastic, creative, and compassionate professional who genuinely loves working with children and their families. The ideal candidate is someone who can effortlessly transition from leading a lively story time to mentoring staff, planning innovative programs, managing collections and budgets, collaborating with community partners, and contributing to the library's leadership team—all while maintaining a positive attitude and welcoming smile.

This position is much more than planning children's programs. It is an opportunity to shape the experiences that foster early literacy, curiosity, lifelong learning, and meaningful community connections. As the leader of our Youth Services Department, you will inspire a dedicated team, build lasting partnerships, and create an inviting environment where every child feels valued and every family feels welcome.

We are seeking someone who:

- Brings energy, warmth, and enthusiasm to every interaction.
- Thrives in a fast-paced environment while balancing multiple priorities.
- Leads with kindness, professionalism, and a collaborative spirit.
- Enjoys mentoring and supporting staff while encouraging creativity and innovation.
- Values outstanding customer service and meaningful community relationships.
- Believes every child deserves the opportunity to discover the joy of reading, learning, and exploring.

If you are an experienced library professional who combines strong leadership with a passion for serving children and families, we invite you to join our team and help shape the next chapter of Youth Services at the Cutchogue New Suffolk Free Library.

Bring your ideas. Bring your leadership. Bring your smile.

We can't wait to meet you.

YOUTH SERVICES DEPARTMENT HEAD

Under the general supervision of the Library Director, the Youth Services Department Head leads and manages library services for children (birth through Grade 5), oversees Teen Services (Grades 5–12), and serves the needs of parents, caregivers, educators, and community partners. The position is responsible for developing innovative collections, programs, and services that promote early literacy, lifelong learning, and a love of reading while ensuring services remain responsive to community needs.

The Department Head provides leadership for staff and volunteers, oversees departmental planning, budgeting, collection development, programming, outreach, and evaluation, and contributes to the library's strategic goals. Work is reviewed through conferences, reports, observations, and evaluation of departmental outcomes. The Department Head is overseen by the Library Director.

TYPICAL WORK ACTIVITIES

- Plans, directs, and evaluates all Youth Services operations.
- Supervises, trains, schedules, mentors, and evaluates departmental staff and volunteers.
- Develops departmental goals, procedures, and innovative services for children, teens, and families.
- Plans, implements, and evaluates educational, recreational, and cultural programs for infants through school-age children and families.
- Provides guidance and support to the Teen Services Department Head regarding programs and services.
- Promotes early literacy through story times, caregiver education, and age-appropriate learning experiences.
- Develops, maintains, and evaluates diverse youth collections in print, digital, audiovisual, and emerging formats.
- Monitors trends in youth literature, literacy, education, technology, and library services to ensure collections and programming remain current.
- Builds partnerships with schools, childcare providers, homeschool organizations, and community agencies; represents the library through outreach and community engagement.
- Coordinates major annual initiatives, including Summer Reading, Winter Reading, school vacation programs, and special events.
- Provides reference, readers' advisory, and technology assistance to children, teens, families, and educators.
- Prepares and manages the departmental budget and assists with grants, fundraising, and partnership opportunities as required.
- Promotes Youth Services through displays, newsletters, social media, the library website, and other marketing efforts.
- Collects and analyzes departmental statistics to evaluate services and recommend improvements.
- Participates in strategic planning, library-wide initiatives, committees, professional development, and public service desk responsibilities.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of public library principles, youth services, child and adolescent development, early literacy, and children's and young adult literature.
- Knowledge of collection development, educational trends, library technology, intellectual freedom, confidentiality, diversity, equity, inclusion, and accessibility.
- Strong leadership, supervisory, coaching, and team-building skills.
- Ability to develop strategic goals and implement effective services.
- Excellent organizational, project management, communication, and customer service skills.
- Ability to build positive relationships with children, families, educators, community organizations, and colleagues.
- Proficiency with integrated library systems, digital resources, productivity software, social media, and emerging technologies.
- Ability to analyze community needs, manage multiple priorities, exercise sound judgment, and adapt to changing priorities.
- Ability to work independently and collaboratively as a member of the Library leadership team.
- Physical ability to perform the duties of the position, including lifting library materials, bending, reaching, and participating in active children's programming.

SCHEDULE

This 35 hour per week full-time position requires a flexible schedule, including regular evening and weekend hours and occasional attendance at community events and outreach activities.

MINIMUM QUALIFICATIONS

- Master's degree in library and information science.
- Valid New York State Public Librarian Professional Certificate or eligibility to obtain one.
- Supervisory or progressively responsible professional public library experience, preferably in youth, children, or teen services.

COMPENSATION

\$36.00–\$38.00 per hour, based on experience and qualifications. The Cutchogue New Suffolk Free Library offers a competitive benefits package that includes medical and dental insurance, participation in a 403(b) plan, generous paid time off, professional development opportunities, and a collaborative, supportive workplace that values innovation, creativity, and lifelong learning.

Interested applicants should email Rosemary Winters, Library Director at rosemary@cnsfl.org by Friday, August 28, 2026.