

Youth Services Manager
Williams County Public Library

107 E. High Street, Bryan, Ohio 43506

Pay Range: \$21.73–\$28.75 per hour (\$45,198–\$59,800 annually)

Schedule: Full-time, 40 hours per week

Application Deadline: August 24, 2026

Williams County Public Library is seeking an enthusiastic and collaborative Youth Services Manager to lead our Youth Services Department at the Bryan Main Library.

As a member of the Library's management team, the Youth Services Manager oversees youth programming, services, collections, outreach, and departmental operations. This position supervises Youth Services staff and works closely with schools, daycare providers, homeschool organizations, and other community partners to provide meaningful library experiences for children, teens, and families.

Key Responsibilities:

- Hire, train, supervise, and evaluate Youth Services staff, substitutes, and volunteers.
- Organize departmental workflows and provide leadership in the delivery of library services.
- Develop departmental goals, priorities, and service initiatives.
- Oversee the planning, implementation, and evaluation of programs for children, teens, and families.
- Oversee the selection, maintenance, and weeding of children's and young adult collections.
- Supervise the Teen Services & Makerspace Coordinator and provide direction for teen services.
- Coordinate displays, exhibits, promotional materials, and program marketing.
- Build and maintain relationships with schools, daycare providers, homeschool organizations, and other community partners.
- Compile departmental reports and statistics.
- Assist with budgeting, strategic planning, grants, fundraising efforts, and special projects.
- Represent the Library at community events, professional organizations, workshops, and conferences.
- Identify opportunities to strengthen youth services, programming, collections, and outreach.

Qualifications:

- Bachelor's degree required.
- Master of Library and Information Science from an ALA-accredited institution preferred.
- At least two years of youth services experience, preferably in a public library.
- Supervisory experience preferred.

- Strong leadership, communication, organizational, and customer service skills.
- Demonstrated commitment to excellent public service.
- Ability to work flexible hours, including evenings and weekends as necessary.
- Access to transportation for performing job responsibilities.
- Ability to successfully complete a criminal background check.

Starting pay will be based on the candidate's education and relevant experience.

Benefits:

Williams County Public Library offers eligible full-time employees a benefits package that includes:

- Medical and prescription drug coverage
- Dental insurance
- Vision insurance
- Employer-paid short- and long-term disability coverage
- Employee assistance and counseling services
- Participation in the Ohio Public Employees Retirement System
- Paid leave and holidays

About Williams County Public Library:

Williams County Public Library has served the community for more than 140 years, beginning with a collection of 600 books in 1882. Today, WCPL serves residents throughout Williams County through the Bryan Main Library, five branch libraries, and the Local History & Genealogy Center. The Youth Services Department is located in the Rachel & Elwood Donohue Children's Library, a newly renovated space dedicated in 2022.

We are proud of our longstanding community roots and our continued commitment to providing welcoming spaces, engaging programs, and meaningful services for children, teens, and families.

How to Apply:

Mail or email your cover letter, resumé, and references to:

Dylan Wagner
Williams County Public Library
107 E. High Street
Bryan, OH 43506

dylan@mywcpl.org

Applications must be received by August 24, 2026.