**ALVAH N. BELDING MEMORIAL LIBRARY**

**YOUTH SERVICES COORDINATOR – PART-TIME**

**GENERAL JOB DESCRIPTION:** Plans and implements all youth and teen programming, and is responsible for all promotion and publicity of youth and teen events and services. Provides assistance to the Library Director and staff in conducting daily operations of the Library and job responsibilities (as listed below).

**SUPERVISION RECEIVED:** Works under the general direction and supervision of the Library Director, who issues instructions, spot checks work, or requires cross-checking by other personnel, but has latitude for the exercise of independent judgment and initiative.

**DUTIES:**

* **Programming:** Plans, recommends, procures, coordinates, and implements all programs for children and teens under the supervision of the Library Director. This includes, but is not limited to:
	+ Story Times for all ages
	+ Summer Reading Program
	+ Recurring monthly programs
	+ Special monthly programs
	+ Library tours for schools
	+ School classroom visits
	+ Children’s organization visits
	+ Managing ongoing reading programs
	+ National Library reading events
	+ Community outreach events
	+ Writing monthly reports for the Library Director/Library Board
	+ Participating in youth-related collaborative events within cooperative and county organizations
	+ Attending workshops and conferences as needed/required
* **Publicity:** Generates press releases and publicity to be distributed to local publications and social media promoting the Library youth services activities. Designs, produces, and distributes flyers to promote library programs.
* **Collection:** Assists Library Director with suggestions for collection development including the addition of materials and the weeding of materials.
* **Display:** Creates seasonal and theme-related displays throughout the children’s area of the Library to highlight Library materials.
* **Reference:** Provides reader’s advisory and reference help to patrons mainly in the children’s area of the Library, but as needed. Provides assistance for computers and technology and for usage of the OPAC system in the children’s area.
* **Other:** Assists other staff when needed with the retrieval of materials for library loan requests. Assists Library Director in supervision of children’s area volunteers. Assists patrons and monitors patron activity throughout the lower level of the Library. Fills in at circulation desk upstairs when needed.

**KNOWLEDGE AND ABILITIES:**

* Is able to work with a minimum of supervision individually as well as with others and regularly takes personal initiative to execute work responsibilities.
* Works in a pleasant and effective manner with customers, co-workers, other departments and agencies.
* Performs many routine and some specialized work in assigned areas of responsibility.
* Has a working knowledge of computers, automated search methods and effectively uses the various information access methods available in a contemporary public library with a high degree of proficiency and accuracy.
* Demonstrates a working knowledge of library practices.
* Successfully completes on the job training in cataloguing, basic reference, and one or more areas of library programming (e.g., reader’s advisory).
* Has good customer service and public relations skills.
* Enjoys reading and using materials commonly found in libraries and helping others of all ages enjoy and use library resources.

**PHYSICAL DEMANDS OF POSITION:**

* Assists library customers in their use of the library, performing moderately physically demanding work, and administers the library collection wherever materials may be located, including obtaining and replacing books from shelving in the stacks, and on all levels, walking and standing for extended time periods, and carrying a reasonable selection of materials between places where they are stored and places where they are used within library facilities and property.
* Must be able to hear normal sounds, distinguish sound as voice patterns, and communicate through human speech; use of telephone.
* Ability to travel to meetings outside the library.

**OTHER REQUIRED SKILLS:**

* Communication; effectively communicate ideas orally, in writing and by listening in the modes of speaking with small groups, providing directions, and in preparing notes and reports.
* Technical; the ability to work directly and personally with personal and office computers, associated peripheral equipment, and related library application programs.
* Recurring intellectual effort is required to maintain a current knowledge of library resources, literature, and information resources.
* Ability to comprehend and follow instructions in verbal or written form.
* Time management: set priorities in order to meet assignment deadlines.

**EDUCATION AND EXPERIENCE:**

* High school diploma or GED required; Bachelor’s degree preferred.
* Experience working with children.
* Proficient computer skills including Microsoft Office suite.
* Previous library experience preferred.

**PERSONAL ATTRIBUTES:** Ability to deal with associates and the public in a courteous manner; ability to make decisions of other than a routine nature in order to meet controlling conditions; neat personal appearance; emotionally stable; pleasing manner.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions, and responsibilities which comprise this position.*