

The Branch District Library (BDL) is seeking a creative, energetic, and dedicated Children's Services Coordinator, from 30 hours a week up to full-time. The successful candidate for this district-wide position will be committed to providing excellent customer service and excited to learn and share knowledge with both peers and patrons. This candidate should have knowledge of child development, familiarity with children's literature and reference materials, and an awareness of current children's media interests. The successful candidate will possess appropriate technology skills.

BDL is a district library serving Branch County and some surrounding areas, with a dedicated staff providing library service in six locations. Each branch has a unique personality and an expectation to offer excellent service. Our mission is to provide the people of our communities with library collections and services to meet their educational, informational, and recreational needs, and to do so in vibrant and inclusive spaces whether virtually or in-person.

Job Summary

The Children's Services Coordinator plans and implements services and programming for children at all 6 BDL locations. The Coordinator provides excellent customer service to library users visiting the Coldwater Branch children's room, and also collaborates in the selection of materials. The Coordinator engages in library outreach to schools and relevant community organizations. This position will work under the supervision of the Director of Public Services, and Coldwater Branch desk shifts will be scheduled by the Branch Manager.

Essential Duties and Responsibilities

- Facilitates story time programs and other large-scale events for ages 0-12 years.
- Has regular service desk shifts at the Coldwater Branch, including at least one evening per week and is on the weekend rotation.
- Travels regularly to all 6 branch locations.
- Provides quick and accurate reference and reader's advisory services to the public, using both print and electronic resources.
- Assists patrons in learning to use electronic resources and the Internet.
- Collaborates with the Branch Managers on collection development in assigned subject areas.

Required Knowledge, Skills, and Abilities

- Knowledge of children's literature and child development.
- A passion for innovation and creativity.
- The ability to work independently, to make decisions within the authority ascribed to this position, and to seek advice when required.
- The ability to foster an inclusive and welcoming environment for our patrons.
- The ability to establish and maintain effective working relationships with other staff, supervisors and the public.
- Familiarity with current technology, i.e., general computer literacy, knowledge of the Internet and other electronic sources of information.
- Effective oral and written communication skills.
- Critical thinking skills, which can be applied to successfully answering reference inquiries.
- The ability to travel between branch locations.

Education, Experience, and Training

- A high school diploma, or equivalent, is required. Some college or higher is preferred.
- Experience working with children is required.
- Previous relevant experience in a public library is preferred.
- Proficiency in Arabic or Spanish is preferred.

Pay Rate

\$14.64 - \$18.73, depending on experience.

Benefits

- 10 paid holidays each year.
- 120-160 hours of paid time off (PTO), depending on hours worked, off after successful completion of introductory period.

- Family medical, dental, and vision insurance coverage if working a full-time schedule.
- Mileage reimbursement to branch locations.
- For further details on benefits, see the [BDL Employment Handbook](#).

Hours

Minimum of 30 hours per week, up to full time at 40 hours per week. This position covers at least one evening shift per week and is on the weekend rotation (typically 1 Saturday every 3 weeks).

How to Apply

Submit application, resume, and cover letter at www.BranchDistrictLibrary.org/employment.

Deadline

Applications will be accepted until a qualified candidate is found.

Branch District Library is an Equal Opportunity Employer.