

**JOB DESCRIPTION**

**TITLE: Youth Services Coordinator**

**DEPARTMENT: Library**

**REPORTS TO: Director of Library Services**

**PAY GRADE: Grade 6**

**SUMMARY**

Under the direction of the Director of Library Services, plans, promotes, and implements programs for children and young adults. Selects and orders books, magazines, and other materials for children and young adults and maintains those collections. Serves as reference librarian for children and young adult sections.

**EMPLOYMENT QUALIFICATIONS**

**Required**

Education: Bachelor’s Degree in Library Science, Early Childhood, Elementary Education or other child services required.

Experience: Three years of experience in a public library. Experience working with children and young adults, preferably in a library or education setting.

**SKILLS**

* Strong computer skills with experience in word processing, databases, and spreadsheets and the ability to demonstrate proficiency
* Superior organizational and written communication skills
* Project management skills
* Excellent verbal and interpersonal communication skills

**ABILITIES**

* Ability to maintain high confidentiality
* Ability to work independently with minimal supervision and work cooperatively with all departments
* Ability to work with variety of individuals in highly conflicting situations
* Ability to manage extensive amount of paperwork
* Ability to operate and troubleshoot most office equipment
* Ability to maintain a professional demeanor

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

1. Serves as reference librarian for the children and young adult sections of the main Library. Assists young patrons, teens, and adults in locating materials and instructs them in the use of reference guides. Assists in research for school projects.
2. Purchases juvenile and young adult books and other material including magazines, videos, puzzles, puppets, CDs, DVDs/Blu-rays, and other items. Weeds collections as needed.
3. Reads book reviews and attends conferences and workshops in order to gather information on materials to be added to the collections and keeps current with ideas/trends in youth services.
4. Plans, promotes, coordinates, and presents programs at main library and all branches for young patrons including early literacy programming, school age programming, and summer programs aimed at encouraging reading and the use of Library services. Assembles appropriate juvenile and young adult displays. May assist with other programming.
5. Serves as ambassador to local schools to promote Library programs/services, summer reading program and to encourage personal reading.
6. May serve on various committees related to serving children, young adults, and families and attends and participates in various events to promote reading and Library services.
7. Performs outreach to community organizations.
8. Oversees or may perform a variety of support tasks such as repairing of children’s and young adult’s books, keeping the materials and shelves in the children’s and young adult’s sections in order, and related tasks.
9. Staffs the children’s room desk and substitutes at the adult desk when necessary. This includes serving as a resource to patrons and providing assistance regarding Library materials and services.
10. Assists patrons with reference resources such as public access computers, internet access, microfilm computers, and other aides. Demonstrates and teaches patrons the use of such resources.
11. Gathers information for patrons on specific subjects which may involve communicating with other agencies to fulfill the request.
12. Writes grants for special programs and projects.

**PHYSICAL REQUIREMENTS**

Stooping, bending and kneeling to shelve or retrieve books. Prolonged periods of standing to assist patrons, search shelves, and retrieve materials. Must be able to lift, carry and transport boxes of books to and from vehicle and to and from Library locations while working in branch locations. Must be able to travel to the various Library locations. Must be able to enter and retrieve information from a computer or terminal. Must able to operate audio/visual equipment. Must be able to access all areas of the Library.

Must be able to communicate using written, verbal and computer methods. Must be able to operate computer equipment for extended periods of time. Must be able to walk, sit and/or stand for long periods of time. Must have the ability to independently lift up to 50 pounds occasionally and 20 pounds routinely.

**WORKING ENVIRONMENT**

* Exposure to books and other materials with molds, mildew, and dust.

Job Description Approved: Feb 6, 2018

Job Description Revised: \_\_\_\_\_\_\_\_\_\_

* Requires travel to branch locations in various types of weather.