Job Description

Position Title: Youth Services Program Coordinator

Classification: G

Supervisor Title: Youth Services Manager

FLSA Status: Non-Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library’s Service Standards and Equity, Diversity, and Inclusion values.

## POSITION SUMMARY

Under the supervision of the Youth Services Manager, this position facilitates superior library service to patrons by coordinating the department’s programming, working closely with other staff to provide programs and services for children, teens, and their caregivers.

Specific responsibilities/functions will be assigned by the Youth Services Manager on the basis of experience, skills, and specific needs of the department.

## REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a post-secondary degree (e.g.  Bachelor’s Degree) or experience:

* **Communication Skills** include accurately comprehending, assessing, and conveying written and verbal information to individuals and groups in a variety of settings.
* **Computer Skills** include using word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing internet searching, using cloud-based communication tools such as Google Chat and Zoom, and maintaining and organizing digital files.
* **Critical Thinking & Problem Solving** includes analyzing and evaluating information in order to assess an issue, make a decision, and take action.
* **Time Management** includes prioritizing tasks, meeting deadlines, and managing time independently.
* **Research Skills** include understanding the information needed, performing internet searches, evaluating the results and sources, and synthesizing the data to present findings and recommend an action.

1. Working knowledge of integrated library systems as well as other library applications relating to Youth Services.
2. Working knowledge of general library philosophy, including the *Library Bill* *of Rights* and the ability to transform that knowledge into daily practice in the fulfillment of responsibilities.
3. Working knowledge of the reading interests and curriculum related information needs of children, teens and their caregivers.
4. Knowledge of department collection and online resources to help answer patron requests.
5. Experience working with children, teens, and their caregivers.

## ESSENTIAL FUNCTIONS

1. Plans, develops, produces, and evaluates programs and services to meet community needs including collaborating with staff, community organizations, presenters, and performers and overseeing the Youth Services program schedule.
2. Develops leads, researches and books outside performers.
3. Provides reference and readers’ advisory service to patrons utilizing electronic and print resources.
4. Serves as Person-In-Charge by interpreting and implementing library policy and working closely with the security monitor to resolve issues.
5. Participates in appropriate local, state and national organizations.
6. Participates in relevant training, continuing education and/or staff development.
7. Performs other duties as assigned.

WORK ENVIRONMENT

Work is routinely performed in a busy indoor space with children and their caregivers, and in a shared office. There are occasional visits to other organizations and outdoor events. This role routinely uses standard office equipment such as computers, phones, and photocopiers. Noise level may vary from quiet to loud. Some remote work may be available. The employee is required to work evening and weekend hours.

PHYSICAL REQUIREMENTS

1. Constantly operates a computer and other office machinery, such as printers and paper cutters.
2. Constantly communicates with staff and patrons.
3. Constantly discerns items near and far.
4. Frequently positions self to assist patrons with activities, programs, and retrieving materials.
5. Frequently handles and inspects materials.
6. Frequently retrieves materials from shelves.
7. Frequently moves about building to assist patrons.
8. Frequently transports materials weighing up to 35 lbs. via carts.