

Youth Services Coordinator

Title: Youth Services Coordinator (Part-time, 30 hours per week)

Salary Range: \$17-20 per hour

Youth Services Coordinator duties: Curates and maintains youth collection. Plans and implements programs for youth. This position requires staying current on up to date library practices and trends, the ability to work with all ages and community members, and attention to detail.

Supervision Received: Works under the supervision of the Director. Coordinates with the Adult Services & Community Outreach Coordinator, Circulation Lead, and Director on library initiatives and marketing. This position requires the ability to work alone and make sound judgements on situations that may arise, referring to library policies and procedures.

Duties:

- Fostering an environment that is inclusive of all youth and families
- Creating and performing worthwhile, educational, and interesting Storytimes and children's/teen programs
- Finding new ways to reach patrons who might not be able to attend programs
- Keeps on top of trends, creates new engaging programs when needed, weeds old programs out, or revamps them when necessary
- Marketing youth-oriented programs and services on the library website, social media, and other mediums as applicable
- Collaborates with individuals, groups, and organizations to expand library programming
- Develops and fosters strong, positive, and mutually beneficial relationships that grow and deepen the library's connection to the community
- Coordinates, plans, and leads community outreach services and programs
- Curates and maintains youth collection
- Creating and executing timely and well-rounded material displays for the youth area on a regular basis
- Continuously builds on relevant knowledge to perform reader's advisory for youth materials
- Participate in continuing education opportunities
- Keeps up to date statistics of each programming for the State reporting and to measure the success of programming
- Under the supervision of Director manages the youth programming and summer reading program budgets

- Work with Ionia County Library Association (ICLA)
- Library Clerk Duties as needed (covering for lunches, PTO time, or Saturday coverage)

Desired Minimum Qualifications

- Possession of or ability to obtain at least a Level 4 Library Staff Certification from the Library of Michigan.
- High School Diploma required, Bachelor's or MLIS degree preferred.
- Related experience working with children, teens, and working in a library preferred.
- Other combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the job.

Necessary Knowledge, skills and abilities:

- Some knowledge or principles and practices of modern library systems and programs. Some knowledge of library circulation or processing techniques. Working knowledge of library classification systems, working knowledge of basic office procedures.
- Ability to use Microsoft Office, copy machine, fax machine, printer, telephone
- Ability to accurately maintain library filing systems, to orally communicate effectively, to establish and maintain effective working relationships with patrons, employees, supervisors and the general public.
- Background knowledge of toddler, children and young adult development processes
- Ability to interact with the variety of patrons that come into the library for programming and make connections

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is required to use hands and fingers to feel, handle and operate objects, tools and controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must be able to lift books and may occasionally need to lift and or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to focus.

