Job Title: Youth Services Coordinator
Status: Full Time
Schedule: Weekdays, some nights, and weekends
Reports to: Library Director
Position: Non-exempt

POSITION SUMMARY

The Youth Program Coordinator plans and coordinates youth programs and community events that support the library's mission and strategic plan. While completing general tasks to keep the library operating; including reference, reader's advisory, programming, community activities, and collection development; works with staff to monitor and evaluate services to youth; promotes and publicizes the youth services program in schools and the community. This position does not have direct supervisory responsibilities but may oversee assigned volunteers and part-time staff when Director is unable to perform duties.

Essential Functions & Responsibilities:

- Plans, develops, and implements programs for youth ages 0 – grade 12, and their caregivers
- Connects and collaborates with area schools to develop co-curricular offerings and services
- Schedules outside instructors, presenters, and author appearances
- Meets with Director regularly to discuss and plan upcoming programming and services
- Recommends budget for assigned areas of programming and adheres to annual budget
- Collects data to prepare reports; compiles programming statistics and gives these to the Library Director monthly; maintains program records and evaluates outcomes
- Manages details surrounding contracted performers, including solicitation, welcome and thank you correspondence, invoicing, and tax paperwork
- Facilitates library participation in community events
- Serves as the primary event manager and liaison for community events and outreach initiatives, both at the library and other community locations
- Participates in appropriate community organizations and activities
- Assists with program and event marketing
- Drafts newsletter text and assists with the development of press releases and promotional materials for programs and special events
- Responsible for having program information posted to local community calendars and maintains social media presence for youth programming services and updates Library website in collaboration with Director
- Creates, organizes, and implements solicitation of donations and/or gifts to the library, reviews and acknowledges receipt of donations and/or gifts
- Trains volunteers

- Maintains tidiness and organization of youth collections/shelving and areas, including displays, signage, seating areas, etc. as well as in youth services storage, filing, and working areas
- Maintains awareness of overall library functions, projects, and goals
- Represents the library in a positive fashion at all times
- Participates in professional development and continuing education, as appropriate
- Keeps current on trends and issues in library practices and philosophy
- Understands and demonstrates the standards of public service
- Performs circulation desk duties when needed; including, but not limited to, issuing library cards, checking materials in and out, greet and direct patrons on locating materials, answer phone, and collecting payments for fines and services.
- Assists patrons of all ages in the use of library materials, navigating the internet, use of library databases and technology including eBook inquiries; provides reference service to patrons in person, on the phone, and email
- Organizational responsibilities; prepares library for opening and closing; troubleshoots basic issues on computers and other technology; discusses with director ideas for improvements and keeps updated on library plans and activities
- With permission from the Director, attends continuing education workshops and informational meetings related to the position
- Performs other duties, as assigned

Knowledge, Skills and Abilities:

- Ability to design posters, social media posts, and other promotional materials and displays
- Good communication skills, both in person and through writing, as well as ability to understand and follow written and oral instructions
- Ability to maintain patron confidentiality and follow policy and procedure
- Considerable ability to pay attention to detail, prioritize tasks, and manage deadlines
- Customer service experience, with an emphasis on working with children and families of various developmental levels
- Ability to develop and execute interactive programming and activities, including those that center on literacy

Qualifications:

Minimum of a high school diploma, completion of bachelor's degree preferred.
Previous library experience strongly preferred.
Experience working with children and young adults.
Demonstrated knowledge of youth literature, storytelling, youth library programming trends, and literacy issues.
Computer and technology experience, including but not limited to Word processing and graphic design skills, social media, familiarity with Windows, Android, Apple, and Kindle devices, and comfort with remote meeting platforms (ex: Zoom), and basic technology troubleshooting.
Ability to participate in trainings on a variety of library-related topics.