

## Henderson Memorial Public Library- Youth Services Coordinator FT

**Job Description: Youth Services Coordinator, FT (40 hours)**

**Reports to: Director**

### **PURPOSE OF JOB:**

The Youth Services Coordinator is responsible for all aspects of the Youth Services Department at the Henderson Library.

### **NATURE AND SCOPE:**

This person manages all aspects of the Youth Services Department by providing reference and reader's advisory services with emphasis on children and teen literature; maintaining the children and teen collection through collection development and weeding; provide consistent programming for youth both in-house and in the community; work with local schools and organizations to provide services, programs and activities; promote the library in the community by attending or participating in appropriate civic, school, and community activities; compile bibliographies, brochures, reports, and webpage content as requested; maintain appearance and cleanliness of the Youth Services Department; attend workshops, conferences, and meetings as requested; manage the budget as set by the Director; assist with Customer Service duties as needed; create marketing strategies to promote Youth Services activities.

### **ESSENTIAL DUTIES:**

- Provide reference and reader's advisory services with emphasis on children.
- Oversees children's and teen materials budget, collection development and maintenance.
- Maintain a host of ongoing youth programs while introducing new programs and special events that respond to customer and community demand. Independently plan, organize and coordinate said activities.
- Coordinate programs to work into library initiatives, departmental objectives, and community events.
- Set up and clean-up program space, assist presenter(s), and ensure that both the presenter and patrons have a pleasant experience.
- Employ various strategies and methods to market programs to a broad audience; submit marketing materials to media outlets, including camera ready ads, writing press releases, and maintaining press contacts.
- Prepare displays, bibliographies, bookmarks, or other suitable materials to support program topics.
- Assess programs by keeping a record of attendance and providing a monthly statistical report to Director.

- Maintain programming budget, keeping a record of all expenditures, including contracts, check requests, tax documents, and other receipts.
- Speak to community groups as requested.
- Maintain currency of knowledge of library and programming trends.
- Additional duties as required and assigned.

### **REQUIREMENTS:**

- Associates/BA or BS preferred. Extensive experience with demonstrated public library service or experience working with youth may be substituted for educational qualifications.
- Ability and commitment to work with the public.
- Ability to use appropriate judgment in handling information and records.
- Ability to work independently.
- Keyboarding/windows proficiency.
- Ability to operate library technology systems, including personal computer, software programs and other job related equipment.
- Must be able to perform duties at remote locations, provide personal transport as needed.
- Public service experience.
- Establish and maintain a positive working relationship with a diverse community of customers and library staff.
- Communicate effectively in both oral and written form with patrons and staff.
- Engage community partners, customers and staff in the promotion of library programs.
- Exhibit flexibility and a willingness to work in a dynamic, busy, and changing environment.
- Work a flexible schedule that includes day, night and weekend hours.
- Learn and adapt to new and changing technologies.
- Employ basic math skills, including statistics and budgeting.

### **COMPUTER/TECHNOLOGY SKILLS/EQUIPMENT/SOFTWARE SKILLS:**

The following is the common technology used in this position and is not all inclusive:

Email, Microsoft Office, and other library related software applications

### **SUPERVISORY/MANAGEMENT RESPONSIBILITY:**

This person may oversee volunteers, supporting staff in facilitation of youth activities. No direct reports.

**TRAVEL REQUIREMENTS:**

Frequency of travel: Occasional.

**SPECIAL REQUIREMENTS:**

Driver's license and personal vehicle. This position will work a flexible schedule including weekends (Saturdays and Sundays) as well as evenings.

**PHYSICAL DEMANDS:**

Manual dexterity and physical ability to perform tasks. (i.e. repeated lifting, continual standing, reaching, bending, and walking). Work requires physical effort in the repetitive handling of materials or boxes and tools or equipment of up to 30 pounds in non-strenuous work positions and/or continual standing or walking at least 60% of the time.

**WORK ENVIRONMENT:**

Majority of the work performed in a general office/library environment. Requires availability for extended or non-traditional hours as needed to perform job duties. Requires periodic participation and attendance at related library events and training.

**DISCLAIMER:**

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

Having read the position description, I agree with the duties, responsibilities, qualifications, and physical requirements of the position. My signature below indicates my acceptance of the position being offered or confirmation of receipt of my performance evaluation.

Employee  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor  
Signature \_\_\_\_\_ Date \_\_\_\_\_