

**JOB CLASSIFICATION:** Youth Services Coordinator

**REPORTS TO:** Director

**SALARY RANGE:** \$14 an hour

**POSITION SUMMARY:** Responsible for providing reference and reader's advisory services to children and other age groups and responsible for children's programming while providing a high level of customer service.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Provides reference and reader's advisory services to all age groups with emphasis on children
- Helps staff and patrons in the use of Library resources
- Oversees Children's materials budget, collection development and maintenance
- Oversees and presents children's programs in-house and in the community
- Works with local schools and organizations to provide services, programs and activities to children
- Promotes the Library in the community by attending or participating in appropriate civic, school, and community activities as requested
- Provides tours of the library
- Compiles bibliographies, brochures, statistics, reports, and webpage content as requested
- Assists in maintaining appearance and cleanliness of the library
- Implements the children's summer reading program
- Assists with other library summer reading programs
- Creates displays
- Assists with opening and closing procedures
- Attends workshops, conferences and meetings
- May act as person in charge
- Performs other duties as assigned

**QUALIFICATIONS:**

- BA or BS
- Experience working with groups of children
- Prior customer service and computer experience in a library setting preferred

**KNOWLEDGE, SKILLS, ABILITIES:**

- Ability and willingness to learn and perform routine library procedures
- Ability to follow direction
- Ability to effectively share knowledge with staff and/or public
- Diversified reading interests along with knowledge of books and authors, with emphasis on children's materials
- Proficiency using personal computers, including research databases, search engines and software with an emphasis on children's resources
- Excellent communication and interpersonal skills, especially with children and caregivers
- Comfortable being in charge of the building in the absence of management
- Ability to learn and tactfully apply Library policies and procedures
- Must have good organizational skills and be able to meet deadlines
- Ability to work days, evenings, and weekends as required

**EQUIPMENT AND EFFORT REQUIRED:**

- Must have a reliable means of transportation to fulfill duties of the job
- Ability and manual dexterity to perform repetitive tasks, operate office, storytelling and audio visual equipment, and process library materials
- Ability to move items and materials up to 30 pounds in weight
- Prolonged periods of sitting, standing, walking, bending, stooping, and/or lifting may be required

I have read this job description and discussed it with my Supervisor.

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Employee's Signature/Date

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Director's Signature/Date