

Nederland Community Library District Job Description

Youth Services Coordinator

Summary of Job Responsibilities:

Under the supervision of the Library Director, plans, develops, carries out and evaluates library services and outreach to children, young adults and the community.

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Essential Duties/Major Responsibilities:

Programming

- Designs, promotes, presents and evaluates a variety of programs for children of all ages, based on their developmental needs and interests and goals of the library.
- Plans and presents weekly Storytimes; chooses book to read and incorporates a variety of activities (crafts, music, finger play, flannel board, etc.) that emphasize early literacy skills.
- Oversees development and implementation of the Summer Reading Program.
- Develops and presents programs of interest to children, teens and tweens, including both classes and one-time workshops.
- Incorporates STEAM into children's and young adult programs.
- Maintains children's and young adult programming budgets.
- Maintains knowledge of new developments in library programming, marketing and promotions. Actively participates in conferences and attends continuing education opportunities, when possible.
- Documents and evaluates services to youth, including reporting and maintaining statistics. Evaluates the effectiveness of programs and adjusts offerings as indicated by the assessment.

Collection Management and Reader's Advisory

- Knows and appreciates children's literature, periodicals, audiovisual materials, websites and other materials for a diverse, current and relevant children's collection. Knows teen and tween literature and graphic novels or has the ability to acquire that knowledge.
- Selects materials for the youth collections by reading and evaluating reviews, patrons' requests and popular trends.
- Maintains collection development budgets for children and young adults.
- Catalogues materials in a timely manner and weeds materials as necessary.
- Provides Reader's Advisory service to assist children, young adults and their parents / caregivers with the identification and selection of materials and services, suited to their interests & abilities.

Outreach

- Cultivates an environment for enjoyable and convenient access to and use of library resources.
- Markets and promotes programs and library youth services to the public. Produces relevant marketing and PR materials – news columns and releases, newsletters, posters, bookmarks, flyers, pamphlets, brochures as well as virtual posts (website, social media).
- Develops outreach programs for schools, daycares and other organizations both in person and via social media; e.g. library visits, classroom visits and daycare storytimes.
- Acts as liaison with schools and with other agencies / organizations serving youth and parents. Maintains regular communication with them. Coordinates with the school librarians.

Customer Service

- Staffs circulation desk on a regular shift (4-5 hours) per week and as backup.
- Responds to patron inquiries; provides technology assistance to patrons.

Performs other duties and projects as assigned.



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Required Knowledge, Skills and Abilities:

- Understands theories of infant, child and adolescent learning and development and their implications for library services.
- Assesses the diverse needs, preferences and resources of the community on a regular and systematic basis.
- Knowledge of children's literature. Knowledge of teen and tween literature and graphic novels or the ability to acquire that knowledge.
- Ability to plan, manage and implement projects to completion, within budget and deadlines; revise and adjust existing projects and programs to meet objectives; multi-task and effectively coordinate a variety of concurrent projects and activities.
- Ability to manage time to maximize productivity. Work individually in a self-directed manner and as part of a team.
- Knowledge of library policies, procedures and systems.
- Knows and practices the American Library Association's Code of Ethics.
- Ability to meet, work and communicate clearly and concisely, both orally and in writing with the public, other staff members and volunteers.
- Maintains confidential and sensitive information. Uses discretion in relating to other staff, volunteers, program participants and community members.

Minimum Qualifications:

- A bachelor's degree in education, library science, or a related field.
- An ALA accredited Master's degree in Library or Information Science is preferred.
- Experience working with children.
- At least one year of previous library experience as a professional children's librarian is preferred.
- Must possess considerable initiative in devising new and original youth programs.
- Professionalism, a positive attitude, strong customer service and excellent people skills are essential.
- Possess up-to-date computer and technology skills necessary for effective communications and presentations.
- Work evening and/or weekend schedules as required.

Special Working Conditions:

Work includes prolonged sitting, as well as moderate lifting, carrying, reaching, stooping, pulling and pushing activities, manual dexterity, clear speech and visual and hearing acuity. Some evening work and (very occasional) weekend work required. Work requires a valid driver's license and use of private vehicle for travel around library district and to conferences, continuing education opportunities, etc., as necessary.

Salary: \$17-20 / hour depending on education and experience.

Schedule: Full-time (40 hours/week) including one evening a week. And rarely, a weekend program.
Benefits: Paid holidays and paid time off (PTO).

Disclaimer:

The above information is designed to outline the functions and position requirements for this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

Furthermore, it does not establish a contract for employment between the Nederland Community Library and the employee and is subject to change as the needs of the Nederland Community Library and the requirements of the job change.

