

Nederland Community Library District Youth Services Coordinator

Summary of Job Responsibilities:

Under the supervision of the Library Director and in collaboration with the Library Board, staff and community partners, the Patron and Youth Services Coordinator facilitates:

- Youth services programming (children, teens and family), including youth services outreach, and collection development.
- Arts programs for children (can be visual arts, music, photography, creative writing, movement, etc.)
- Library ordering and cataloging for all youth collections (Children, Young Adult, Manga, Parenting).
- Marketing and promotional materials for youth services programs, including social media and email marketing platforms.
- This position has a lot of leadership opportunities and the potential for professional growth.

Essential Duties/Major Responsibilities:

Programming

- Designs, promotes, presents and evaluates a variety of programs for children and teens of all ages, based on their developmental needs and interests and goals of the library.
- Oversees development and implementation of the Summer Reading Program.
- Oversees youth-focused social media presence.
- Develops and 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 and supervises cataloging of 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.
- 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, once per week and as backup.
- Responds to patron inquiries; provides technology assistance to patrons.



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Required Knowledge, Skills and Abilities:

- Understands (or is willing to complete professional development courses) in 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.
- Follow safety and security protocols and escalate as needed.
- Ability to design and produce promotional materials in collaboration with library marketer.

Minimum Qualifications:

- A Master's degree in education, library science, arts, or a related field is preferred; relevant academic credit hours or certificate completions will be considered.
- Experience working with children.
- At least one year of previous library experience as a professional children's librarian is preferred.
- 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 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 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: \$25-\$28/hr, depending on education and experience.

Schedule: 26-28 hours per week (some work can be completed remotely), including one evening a week and a minimum of one rotating Saturday or Sunday a month.

Paid holidays, paid professional learning opportunities, 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.



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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.

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The Nederland Community Library District is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, ethnicity, sex, gender identity/expression, national origin, creed, religion, age, sexual orientation, disability or veteran status in admission or access to, and treatment and employment in its educational programs or activities.

As of February 23, 2022 Nederland Community Library District follows all Colorado Board of Health recommendations requiring staff immunizations against certain vaccine-preventable diseases, unless a medical or non-medical exemption is provided. Colorado follows the Centers for Disease Control and Prevention's Advisory Committee on Immunization schedules.



2.28.2022