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## **JOB SPECIFICS**

**Title:** Branch Youth Program Coordinator

**Department:** Reading Public Library

**Reports To:** Branch Manager, Assistant Director

**Schedule:** Variable (days, evenings, Saturdays)

**Revision Date:** October 2022

**Salary:** Minimum of \$15/hour DOQ plus benefits

## **POSITION BACKGROUND**

The Branch Youth Program Coordinator is responsible for planning and providing a robust weekly youth program schedule consisting of creative, age-appropriate, entertaining and educational activities for children, teens, and families; and working to maximize program participation, promote reading, and increase use of library resources. Transportation necessary, outreach and county library meetings required. Schedule includes day, evening, and Saturday hours.

## **JOB SUMMARY**

- Plan and provide weekly in-person and virtual youth programs and special events at the branch library
- Plan and provide youth activities for Summer@RPL
- Coordinate with the branch manager to obtain program supplies
- Layout the monthly branch calendar
- Create flyers and other media to promote youth programs
- Attend community and school outreach events to promote the library
- Collaborate with the Main Library Children's Department and other RPL Branch Youth Program Coordinators
- Attend Berks County Public Library Youth Services meetings
- Keep program attendance records and prepare narrative and statistical reports as assigned
- Perform circulation duties when needed: check materials in and out, issue library cards, place holds, assist patrons using library resources
- Other duties as assigned

## **MINIMUM QUALIFICATIONS**

### *Educational Requirements*

- High School diploma or GED required

### *Experience*

- 2 years in a professional or educational setting working with children and teens
- Experience working with the neurodiverse community desired

### *Clearances*

- PA Child Abuse Clearance
- Mandated Reporting Training for Child Abuse
- PA Criminal Record Check
- FBI Criminal Background Check

## **KNOWLEDGE, SKILLS & ABILITIES**

- Bilingual-Spanish desired
- Knowledge of children's and teen literature and media

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- Ability to identify community needs and work effectively with an urban population
- Strong organizational skills
- Ability to prioritize and manage multiple tasks at one time
- Strong customer service skills
- Ability to communicate clearly and concisely verbally, digitally, and in writing
- Strong computer and Internet skills; comfortable with MS Office Suite, Google Drive
- Ability to create engaging content on social media and virtual platforms

## **WORKING CONDITIONS**

Scheduling flexibility required as work schedule may vary based on the needs of the library. Evening and weekend hours required. Must have own transportation.

Frequent standing, sitting, bending, talking, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Must be able to communicate and to be understood clearly. May be required to lift or move files, books or supplies of up to 35 pounds. This is a physically active position. *(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

## **Disclaimer**

Management reserves the right to add, modify, change or rescind work assignments as needed. The essential functions or duties listed above are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.