



24 N. Reading Ave.  
Boyertown, PA 19512  
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610-369-0496

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#### ASSISTANT DIRECTOR/YOUTH SERVICES COORDINATOR

The Boyertown Community Library is seeking enthusiastic and qualified candidates for the position of Assistant Director/Youth Services Coordinator. Under the direction of the Director, this position plans, organizes, develops, and administers library services and programs for children & youth and assumes the duties of the Library Director in their absence.

This is a full-time position, 35 hours per week, including some evenings and weekends.

Job Responsibilities include, but are not limited to:

- Plan, develop, and execute library programs and services for infants, toddlers, preschoolers, school-aged children, teens and families.
- Plan, develop, and execute programs for infants through teens which promote various aspects of the library collections and encourage youth participation, engagement, and investment in the library.
- Evaluation, maintenance, and selection of materials for the juvenile and YA collections.
- Weeding of the juvenile and YA collections.
- Training and supervising volunteers in the youth area.
- Provide customer service and reader's advisory to library patrons of all ages.
- Serve as a liaison with schools, preschools, and homeschool groups in the service area.
- Attend community events and promote library materials, services, and programs.
- Assessing services and programs for all ages in planning for future activities.
- Encouraging all staff to support promotion of programming, resources, and services.
- Assisting in the planning and implementation of new library programs, services, grant writing, and fundraising as needed.
- Assessing staff competencies and coordinating staff development and training.
- Assisting development of public relations material to promote youth services.
- Circulation duties as needed.
- Other duties as assigned.

Qualifications:

- MLS/MLIS from an ALA-accredited program preferred. Bachelor's Degree Required.
- Must possess strong interpersonal and communication skills, knowledge of current library practices and technology and enthusiasm to work with young people.

Salary:

- \$16-20 per hour, 35 per week with some benefits

Resumes can be sent via email to Denise Pulgino Stout at [sbodirector@gmail.com](mailto:sbodirector@gmail.com)

Deadline: September, 30, 2022 or until position is filled.