



24 N. Reading Ave.
Boyertown, PA 19512
boyertowncl@berks.lib.pa.us
610-369-0496

FLSA Status: Non-Exempt

Starting Wages: \$12.00/hour

Employment Status: Part-Time 24hrs/week

Reports to: Director

Youth Services Coordinator Job Description

Description: The Youth Services Coordinator is responsible for meeting the needs of children, teens and families at BCL. Main responsibilities include programming, collection development, outreach, and customer service.

Essential Functions:

- Responsible for planning and implementing all programming for infants through Grade 12.
 - Age appropriate programs that reflect diverse needs and interests
 - Programming includes staff-led and self-directed activities, recreational and educational
 - Ongoing weekly/monthly activities as well as one-time or seasonal/annual events
- Provide customer service, including reference and reader's advisory, to patron of all ages
 - Offer a warm welcome in the children's area and assistance as needed
 - Develop reader's advisory tools such as bookmarks to support users and staff
- Research and select materials for collection development for children and teens.
 - Consult BCL collection development policy and professional guidelines
 - Conduct collection assessment and weeding on a regular basis
- Develop relationships with community partners, including local businesses
 - Nurture ongoing partnerships and discern emerging needs
 - Determine ways that local partners can be involved in programs
- Conduct outreach visits to local schools, community centers, and non-profit organizations
 - Maintain a calendar of scheduled visits (monthly/annually)
 - Participate in community events
 - Communicate with local organizations to determine needs
- Promote BCL programs as well as county-wide library initiatives
 - Use social media, web-based publications, and local media when appropriate
- Support BCL Circulation staff at the main desk or with other duties as needed
- Attend monthly BCL staff meeting and youth services meetings at Berks County Public Libraries headquarters
- Participate in professional development opportunities

- Commit to developing skills and expertise through educational trainings
- **Qualifications:**
 - Minimum of Associates degree in Library Science, Education or related field.
 - Experience as library worker or volunteer preferred.
 - Experience with use of computers and office equipment.
 - Experience with Social Media and online meeting platforms.
 - Evening and weekend availability.
 - New hires are subject to fingerprinting and a background check upon acceptance of an offer of employment.

- **Physical Requirements:**

While performing the duties of this job the employee may be frequently required to:

- Move and/or lift materials up to 25 pounds and push a loaded book truck weighing up to 100 pounds;
- Stand, walk, bend, kneel, crawl, reach, climb, balance, and sit;
- Operate a keyboard at efficient speed and typical office equipment, including computer hardware;
- Talk and/or hear; use hands to operate objects, tools, or controls; and reach with hands and arms.

While performing the duties of this job the employee may be occasionally required to:

- Attend off-site meetings.
- Attend outdoor events.

Submit resume to:

Susan Lopez, Director - sbodirector@gmail.com

Or by mail at 24 N. Reading Ave., Boyertown, PA 19512

Deadline: July 3, 2020