



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

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**FLSA Status: Non-Exempt**

**Starting Wages: \$13.00/hour**

**Employment Status: Part-Time 30 hrs. /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](mailto:sbodirector@gmail.com)

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

Deadline: July 31, 2021 or until position is filled.