

Position Opening—Youth Services Coordinator

The Muhlenberg Community Library is looking for a Youth Services Coordinator to work 20-25 hours per week including some evenings and weekends. The primary role of the Youth Services Coordinator is to plan and administer programs for children and teens. The ideal candidate must be enthusiastic about working with children ages 0-18, be customer focused, creative, and organized, and possess superior communication skills. Strong computer skills are required as duties includes basic computer and technology assistance. A flexible schedule and prior library experience is preferred. Bilingual Spanish is a plus.

Qualifications/Requirements:

- Familiarity with children and/or teen literature is required.
- Knowledge of different learning styles and reading development is required.
- Previous experience working in a library, planning programs, and/or working with youth is required.
- Previous library experience planning programs for children's or teens is preferred.
- Bachelor's degree is preferred. A degree in library science or early childhood education is a plus.

Responsibilities:

- Preparation and execution of programs for babies, preschoolers, school-aged children and teens.
- Regularly assisting patrons at the circulation desk as well as with opening and closing activities.
- Outreach to preschool and daycare facilities, public schools and other local organizations.
- Create displays in the children and teen areas of the library.
- Make suggestions for purchase and weeding the children and teen collections.
- Providing reader's advisory services for youth.
- Travel to Berks County Public Library System headquarters for monthly meetings and training.
- Track and report statistics for children's and teen programming.
- Attend workshops, seminars, etc. for Continuing Ed credits.
- Create flyers, posters, brochures for programs, and otherwise assist in publicizing programs.
- Help to manage and update the library's Facebook page.
- Keep work areas neat and clean.
- Perform other duties that may be assigned.

Compensation is based on experience, starting at \$11.00 an hour. PA Child Abuse Clearance, PA Criminal Record Check and FBI Criminal Background check are required before beginning paid employment. Applicants must have reliable transportation, valid Driver's license, and a Berks County Public Library card in good standing. Applications will be accepted until the position has been filled.

Please mail/email your resume, a cover letter, and three professional references to:

Melissa Adams, Library Director
Muhlenberg Community Library
3612 Kutztown Rd.
Laureldale, Pa. 19605
muhlenbergcl@berks.lib.pa.us

Applications will be accepted until July 12, 2021 or until the position is successfully filled. For more information, including a Job Description, please visit the About Us page of our website:

<https://www.berkslibraries.org/branch/muhlenberg/about-us>

Muhlenberg Community Library is an Equal Opportunity Employer.



Muhlenberg Community Library is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.