

## Muhlenberg Community Library Job Description

<b>Position Title: Youth Service Coordinator</b>	<b>Reports To: Assistant Director &amp; Director</b>
<b>Date: June 07, 2021</b>	<b>Wage Category: Non-Exempt</b>

### General Position Description

The Youth Services Coordinator is an hourly position, reporting directly to the Assistant Director and Library Director. 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.

The Youth Services Coordinator must be knowledgeable in the current workings of a public library system and must possess strong interpersonal skills and knowledge of current popular authors, books and movies. They must be familiar with Children's and Teen literature, and have knowledge of different learning styles and reading development levels. Excellent customer service skills required.

This is an hourly, part-time position as outlined by the U.S. Department of Labor, Fair Labor Standards Act (FLSA), Regulations 29 CFR Part 541.

### Essential Functions

#### Circulation

- Works at circulation desk.
- Charges and discharges library materials, issues library cards, and collects fines/fees.
- Responds to patron requests both in person and over the telephone in a timely manner.
- Answers patron questions regarding library circulation policies and procedures.
- Greets and directs patrons in the library.
- Does typing and filing.
- Sorts and routes mail.
- Shelves inventory, identifies overdue and damaged materials; searches shelves for overdue, missing and/or lost materials.
- Assists patrons with ready-reference questions, reader advisory, bibliographic instruction, and database searching.
- Assists patrons with mechanical operations of library equipment.
- Pulls and sends out Hold List materials.
- Retrieves, separates and check-ins materials deposited in the book drops.
- Responsible for maintaining the appearance and cleanliness of the library.
- Responsible for monitoring reserved items.
- Creates monthly displays.
- Performs opening and closing procedures as needed.
- Deals with disruptive or problem patrons and enforces library policies as needed.
- Attends staff meetings, workshops and seminars as appropriate.
- Performs other duties as assigned.

### Programming

- Plans, executes, and evaluates programs for babies, preschoolers, school-aged children and teens.
- Applies for, plans, and administers programming grants and other large-scale programs.
- 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.
- Plans special programming events.
- Presents a Program Plan that projects the programs scheduled for 6 months to 1 year in advance.
- Assists as needed with fundraising efforts, specifically fundraising programs.
- Works with Adult Program Coordinator to coordinate Programs.
- Develops outreach programs for populations not currently being reached.
- Attends program team meetings, workshops, seminars, etc. for Continuing Ed credits
- Plans at least one special Children & Family program for each month.

### Publicity/PR

- Creates displays in the children and teen areas of the library.
- Create flyers, posts, brochures for programs
- Assists in advertising and publicizing all programs
- Help to manage and update the library's Facebook page
- Coordinates and engages in outreach to preschool and daycare facilities, public schools and other local organizations.
- Communicates to the staff, board members, and public all library programs and events.

### **Knowledge, Skills and Abilities**

- Familiarity with children's and teen literature.
- Demonstrated ability to plan and execute a program for children and teens.
- Working knowledge of professional public library principles, practices, functions, methods and administration.
- Strong interpersonal skills.
- Competency in the use of office equipment and computers is required.
- Working knowledge of, or demonstrated ability and willingness to learn, Microsoft Office Suite and most popular social media platforms.
- Working knowledge of reader interest levels, books, authors and reference sources.
- Working knowledge of automated library circulation systems (preferably Polaris) and online databases.
- Basic knowledge of office and personnel practices and procedures.
- Willingness to continue building knowledge and skills through on-going professional development.
- Ability to work flexible hours, including some Saturdays and evenings.

### **Physical Demands of the Position**

- Sitting, standing, walking, climbing, stooping.

- Bending/twisting and reaching.
- Talking and hearing; use of the telephone.
- Far vision at 20 feet or farther; near vision at 20 inches or less.
- Lifting and carrying: 50 pounds or less.
- Handling: processing, picking up and shelving books.
- Fingering: typing, writing, filing, sorting, shelving books.
- Pushing and pulling: objects weighing 60-80 pounds on wheels.
- Mobility: travel to meetings outside library.

### **Mental Requirements**

- Communication skills: effectively communicate ideas and information both in written and oral form.
- Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
- Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
- Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
- Time management: set priorities in order to meet assignment deadlines.

### **Environmental/Working Conditions**

- Inside work environment.
- Outside work periodically for special events/outreach.
- Flexible work hours; frequent evening and weekend hours.

### **Education and Experience**

High school diploma or GED required. A Bachelor's degree preferred. A degree in library science or early childhood education is a plus. Customer service experience required. Prior library experience and/or bilingual Spanish are pluses.

### **Hours**

Hours will include weekday mornings and evenings, at least two evenings and two Saturday a month. Ability to be flexible for other hours is required.

### **Examples of Other Duties as Assigned**

*A non-exhaustive list of possible other duties that may be required.*

- Taking out the trash.
- Climbing a ladder to change light bulbs.
- Vacuuming and/or sweeping.
- Dusting and/or cleaning.
- Cleaning up minor messes throughout the library, including bathrooms and kitchen.
- Shoveling a few inches of snow and sprinkling salt/ice melt on sidewalks, as needed.