

**Youth Services Coordinator
Wernersville Public Library**

JOB SUMMARY: Youth Services Coordinator is self-motivated, creative, and computer literate, with the ability to multitask during busy times and a willingness to learn new things. Qualifications: Completion of at least two years of college, strong customer service skills, and a passion for children and libraries. This position is a para-professional position, with some professional-level library technical decisions. This is a permanent full-time position that requires the employee to have considerable knowledge, skill and ability in every phase of the public library field, particularly as it relates to children's library services. Reports to the Director.

JOB DESCRIPTION

GENERAL DUTIES: Coordinates and implements all children's activities, and serves all library patrons according to library policies; other duties as assigned based on library needs.

EXAMPLES OF SPECIFIC RESPONSIBILITIES:

- Actively greets and interacts with all patrons, particularly those with children or those who enter and are above age 10, in order to effectively promote youth programs and materials.
- Makes creative and dynamic, eye-catching displays for ease of promoting programs and materials for circulation for youth.
- Assists with advertising and social media to promote programs and materials.
- Plans and produces storytimes and summer reading activities.
- Establishes and maintains relationships with local daycares and schools, attending events and offering services at their site as needed.
- Provides daycares and schools within the three WPL municipalities library marketing materials.
- Provides reader's advisory and reference service to children and parents.
- Keeps a record of all children's and young adult programs attendance and activities.
- Acquires and stores, in an orderly fashion, all materials needed for children's programs.
- Shelves materials and shelf-reads for the children and young adult sections.
- Weeds, replaces, and adds materials to children/juvenile/young adult collections as directed.
- Assists director in purchasing material for children.
- Evaluates effectiveness of children's programs and storytimes, surveying patrons in the middle and the end of school year, and during the summer reading program, as to types and times of programs that may better serve their needs.
- Fills in at the circulation desk when needs, performing any necessary essential functions.
- Leads youth panel meetings ("TAB"=Teen Activities Board).
- Attends meetings, or otherwise establishes and maintains communication, with Berks County organizations that assist or work with children to foster growth between WPL and the public.
- Attends BCPL System Youth Services meetings monthly.

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- Acquires a minimum of six (6) Continuing Education credits per every two (2) years in accordance with Education Code (24 PA.C.S.) - Public Library Code, §9334(c)(5).
- Supervises volunteers.
- Other duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of children's and young adult literature, audiovisual materials, periodicals, and electronic media.
- Knowledge of Windows operating system, basic office software, social media sites, and search engines is a must, as is the ability to troubleshoot technology and software.
- Knowledge of available library databases, particularly those used by children under 18 years.
- Must be professional and friendly in person and on the phone at all times.
- Committed to public service values by being patient and helpful with all patrons, showing empathy to patrons and their needs.
- Works well with others, including patrons, volunteers, and other staff, is flexible with changes in others' attitudes while maintaining a sense of humor.
- Is sensitive to patron privacy and intellectual freedom issues.
- Able to administer the activities of a children's library service and supervise the work of others.
- Works independently, and demonstrates good judgment and time management skills.
- Willing to try new things in order to ensure a program's success.

PHYSICAL REQUIREMENTS: Moderate physical effort is required to perform duties, including the ability to move book trucks with 25 pounds of weight. The employee is frequently required to stand, walk, sit, speak, hear, and use hands to operate office equipment, and reach with hands and arms, specifically while shelving and retrieving books from shelves at ground level to up seven feet in height. Vision requirements include the ability to read routine and complex documents, and read small print from a computer screen.

SCHEDULE REQUIREMENTS: Must be available to work day, night, and weekend shifts as needed. Must be punctual and dependable.

COMPENSATION AND HOURS: Salary is \$14-16 per hour depending on experience at 40 hours (lunches included) per week. 2 weeks paid vacation after a 6-month probationary period; no benefits. The flexibility exists to add or subtract daily hours based seasonal and monthly programs, and should be available to work Saturdays when needed.

CLEARANCES: FBI Criminal Record Check, Pennsylvania Criminal History, and Child Abuse clearances are required upon hire, and must be renewed every three years.