

January 9, 2025

Job Title: Youth Program Coordinator/Library Assistant

Reports to: Executive Director

FLSA Classification: Hourly

Department: ECL Youth Library

Summary of Responsibilities:

This part time position is a split between program and desk assistant roles.

As Youth Program Coordinator, the employee is primarily responsible for planning, marketing, facilitating, and evaluating youth programs delivered within budget and according to quality standards.

As Library Assistant, the employee performs a wide variety of general library work in technical and/or public services to assist patrons with daily operational needs of the library, such as routine circulation, shelf maintenance, copying, and technical support on public computers. May supervise volunteers and other employees as assigned. Must be able to work flexible hours including evenings and weekends.

Job Qualifications:

- High School diploma or equivalent
- Library experience preferred
- Prior customer service experience
- Ability to meet and maintain BCPL certification requirements

Must be able to obtain the following PA Clearances:

- Report of Criminal History from the Pennsylvania State Police (PSP)
- Child Abuse History Clearance from the Department of Human Services
- Fingerprint-based FBI criminal history clearance through Department of Human Services

Essential Roles and Responsibilities:

As Youth Program Coordinator:

- Create and implement a regular schedule of programs throughout the year
- Maintain ongoing programs while introducing new programs and special events that respond to customer and community demand and trends
- Coordinate programs to work into library initiatives, objectives, and community events
- Research, make contact, and negotiate with potential program presenters
- Obtain and prepare all necessary marketing materials with Executive Director
- Help prepare displays with flyers and suitable materials to support program topic
- Ensure social media pages are updated, monitor online calendar and bulletin boards

Set up and clean up program space and provide water, snacks, or materials as needed
Assist presenters and ensure both the presenter and patrons have a pleasant experience
Assess programs by keeping a record of attendance

As Library Assistant:

Able to perform, as needed, the full range of circulation desk procedures using an automated circulation system following established library policies including checking materials in and out, collecting and recording fines and fees, and establishing/updating patron records

Additional Job Duties:

Works with the Friends of the Library organization in promoting the library before the community

Works with volunteers as needed

Performs other duties, as required

Knowledge, Skills, and Abilities:

Ability to work as a team member

Demonstrates willingness to learn new skills

Demonstrates flexibility in work environment

Basic computer skills

Knowledge of the English language; bilingual a plus

Ability to understand and follow written and oral instructions

Ability to pay attention to detail

Excellent interpersonal skills

Good ability to establish and maintain effective working relationships with superiors, associates, and the general public

Physical Requirements and Work Environment*

Employee is occasionally required to lift and/or move up to 50 pounds

Ability to sit, stand, and walk as required over a shift

Ability to use standard office equipment, including but not limited to: telephone, copier, computer

Ability to see objects up close and from a distance

Ability to hear the speech of others as well as warnings

Ability to communicate clearly

Ability to reach with hands and arms and grasp objects of varying weights and sizes with fingers

Employee is occasionally required to bend, climb, stoop and crouch

Valid PA driver's license

Regularly working both alone and in a group setting

*The physical demands described are representative of those for an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable otherwise qualified individuals the ability to perform essential functions.