

# ANDREW BAYNE MEMORIAL LIBRARY

## COORDINATOR OF YOUTH SERVICES

### General Definition:

Under the direction of the Library Director, the Coordinator of Youth Services oversees library programming and services for children and teens, generally preschool to 12<sup>th</sup> grade. The position requires an extensive knowledge of library services in general, library services specifically for children and teens, and the ability to work with children, teens, and diverse users. This position will cover the circulation desk as required and perform other day to day library duties as required.

### Typical Examples of Work:

- Plans and implements regular programs, outreach, and special events for children and teens.
- Oversees the annual summer reading program for children and teens to include: attending system trainings, preparing tracking materials, preparing and disseminating promotional materials, and planning and implementing associated events.
- Prepares and issues promotional materials in both print and digital formats to include: program promotions, event news, website updates, newsletter articles, book lists, and more.
- Provides reference and reader's advisory services to children and teens including Accelerated Reader services.
- Works with local child care programs and schools to provide and promote services.
- Manages Children's and Teen collections to include maintenance, displays, weeding, and suggestions for additions.
- Provides input to Director on budget requirements for Children and Teens programming, collections, and physical space.
- Covers circulation desk and performs Library Clerk functions as required.
- Supervises Library Pages.
- Performs other duties as required.

### Required Knowledge, Skills, and Abilities:

- Extensive knowledge of current trends in library service to children and teens.
- Knowledge of children's and teen literature and materials.
- Demonstrated ability to develop and implement services and programs for children and teens.
- Working knowledge of computer applications for library services.
- Working knowledge of eResources and eMedia offerings.
- Working knowledge of Microsoft Office.

# ANDREW BAYNE MEMORIAL LIBRARY

- Ability to work with children, teens, and diverse users.
- Strong oral and written communication skills.
- Ability to make decisions in an environment of limited resources and competing claims.
- Excellent customer service skills.
- Ability to work as a part of a team.

## **Minimum Acceptable Training and Experience:**

- Either Bachelor's Degree and two years' library experience or High School Diploma and five years' experience in a similar specialized position.
- Masters of Library Science Degree a plus.
- PA Criminal Record Check, PA Child Abuse History Clearance, FBI Fingerprint Criminal Record Check and Mandated Reporter Training required upon offer of employment.

## **Physical and Medical Standards:**

- Ability to perform duties in an office environment.
- Ability to move and/or lift materials up to 25 pounds.
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit.
- Ability to climb stairs in a multi-level facility.
- Ability to travel to attend meetings and outreach opportunities.