

Youth Services Coordinator

Date Prepared: March 2024

Reports to: Youth Services Manager/Librarian (MLIS)

Basic Function: Advocates for all youth (birth through high school graduation) by assisting the Youth Services Manager/Librarian in all aspects of library services to youth.

Subordinates: None

Nature and Scope: This individual assists the Youth Services Manager/Librarian by enthusiastically and positively taking on tasks as assigned. In addition, the Youth Services Coordinator is trained to work at all qualifying public service points.

Principal Accountabilities: Develops and brings creative/innovative youth programming to Youth Services Manager/Librarian for consideration; Facilitates approved youth programming; Helps plan and decorate youth service areas; Serves the public with courtesy and efficiency

Essential Duties of the Position: (other duties appropriate to the classification may be assigned as necessary.)

- Assists with/Facilitates Youth Services programming system-wide
- Helps plan displays and decorate youth areas
- Catalogs and processes youth items with an understanding of Dewey Decimal, Accelerated Reader, and proper age groupings
- Collaborates with Youth Services Coordinators and Youth Services Assistants
- Assists with all aspects of Youth Summer Reading Program
- Attends Youth Services Department meetings
- Assists Youth Service Manager/Librarian with weeding
- Maintains programming supplies with attention to neatness and needs
- Thinks outside of the “traditional library” bringing fresh ideas to the Youth Services Department and area
- Assists patrons at all qualifying public service points

Acceptable Skills, Knowledge, and Abilities:

- Knowledge of children’s and teen collections with a passion for youth reader’s advisory
- Enjoys following youth trends and interests
- Excellent decision-making skills
- Excellent oral and written communication skills; listening and interpersonal skills; organizational skills; public speaking skills
- Expertise in computer and information technology skills
- Familiarity with current technology and library trends

- Ability to plan both short and long term
- Ability to work effectively with other staff
- Ability to work a flexible schedule, including evenings and weekends
- Ability to learn library routines, rules, procedures, and policies and apply them, always with a solution-driven and helpful attitude
- Ability to work with the public of all ages, always with courtesy and respect
- Ability to organize
- Ability to work independently and collaboratively
- Neat appearance appropriate for work in a public building
- Ability to lift 30 lbs.
- Four-year degree from an accredited college or university preferred; additional training or education related to child development will be considered