

YOUTH SERVICES COORDINATOR POSITION DESCRIPTION

COLUMBUS PUBLIC LIBRARY, COLUMBUS, WI

NATURE OF THE JOB

The Youth Services Coordinator performs professional library activities requiring knowledge in all areas of public library service. This includes understanding and working with babies, toddlers, school-aged children, young adults, parents, caregivers, and educators. This position focuses on developing, planning, and implementing programs in the library and in the community. Regular travel related to community engagement and professional development is required.

- ✓ Reports to the Library Director
- ✓ 40 hours/week, including some evenings and weekends

RESPONSIBILITIES

1. Provide high quality service to customers of all ages and abilities.
2. Responsible for effective coordination of Youth Services Department within the library's overall priorities.
3. Have the ability and knowledge of policies to make decisions about staff and building needs when the Library Director is not in the building.
4. Offer reference service, reader's advisory, guidance in locating and choosing materials and instruction on the use of the library and its resources to customers of all ages and abilities.
5. Recommend print and non-print materials to meet the needs of the community.
6. Promote an interest in reading and learning through the use of the public library.
7. Plan and implement a range of programs to meet the informational, recreational and educational needs of youth, teens and families and to promote reading and social interaction.
8. Help plan and participate in community-wide events with established community partners.
9. Establish relationships with individuals, volunteers, schools, groups, agencies, public officials and other libraries in the community in order to promote and provide a diverse range of services for youth and families.
10. Act as a liaison with the South Central Library System in the area of youth services and as needed.
11. Perform circulation desk procedures such as checking materials in and out, registering patrons, collecting fines and fees, etc.
12. Participate as an active and involved team member of the library.
13. Compile statistical data on various areas of service.
14. Keep up on trends in youth services and other public library services.
15. Advise the Director on policy and procedural issues.
16. Assume responsibilities in other departments within the Library as needed.
17. Publicize events and programs in coordination with the Marketing and Administrative Assistant.
18. Abide by library policies.
19. Know the processes for payroll, billing invoices, and library deposits to fill in if needed.
20. Supervise and train volunteers.
21. Accept other duties as assigned by the Library Director.

Approved:

KNOWLEDGE AND ABILITIES

1. Knowledge and experience in youth and teen services.
2. Knowledge and experience in the reading, viewing and learning habits of youth and teens.
3. Knowledge and experience with contemporary technology.
4. Ability to maintain and promote a positive public service attitude.
5. Ability to maintain confidentiality of library patron information.
6. Ability to perform the following skills:
 - a. Analytical skills: identify alternative courses of action before selecting one.
 - b. Problem solving skills: develop solutions to problems with a recommended course of action.
 - c. Planning and organization skills: develop and implement short and long term goals for youth services.
 - d. Communication skills: communicate effectively and transparently in both oral and written forms.
 - e. Reading ability: effectively read and understand information contained in memorandums, reports, bulletins, budgets, etc.
 - f. Independent thinking: decision making without direct supervision.
 - g. Mathematical ability: understanding of basic mathematics and statistics.
 - h. Time management: ability to set priorities to meet assigned deadlines; ability to balance many demands and maintain a positive public service attitude.
 - i. Comprehending instructions: ability to understand instructions from supervisor in both oral and written forms.
7. Physical demands:
 - a. Sitting, standing, walking, climbing and stooping.
 - b. Bending, twisting and reaching.
 - c. Talking and hearing; use of a telephone.
 - d. Fingering: keyboarding, writing, filing, and sorting.
 - e. Lifting, carrying: 30 pounds or less.
 - f. Pushing, pulling: objects weighing 60-80 pounds on wheels.
 - g. Mobility: travel to meetings outside the library.

QUALIFICATIONS

1. Associate's Degree required.
2. Bachelor's Degree preferred.
3. Experience working with children and teens.

I have reviewed and received a copy of this job description.

Director

Date

Employee

Date

Approved: