

YOUTH SERVICES COORDINATOR

PC Library System

Pulaski County

Department: Library

Reports to: Library Director

Supervision Exercised: Supervises any library staff, community volunteers or teen volunteers as assigned to Youth Services

Supervision Received: Work is performed with minimal instruction and supervision. Employee will undergo a six month orientation period and will be evaluated at the end of the six month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-exempt, Full-Time

Work Hours: Monday thru Friday, 8:00 a.m. until 5:00 p.m. Evenings and weekend work may be required. Out of town and overnight trips may be required.

ESSENTIAL FUNCTIONS: Perform a variety of services for the youth, their parents, teachers and care providers of the community; Planning, promoting, and implementing youth programs and services for preschoolers through young adult/teens. Responsible for the development and maintenance of the juvenile and young adult library collections. Maintain statistics and write reports as needed.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must possess a valid driver's license and successfully pass a drug test and background check

RESPONSIBILITIES:

- Provide weekly, public, preschool story time programs
- Provide library services through outreach to area preschools, Head Starts, and day care centers

- Serve as a model & resource to parents & care providers in how & what to read to preschoolers
- Provide reader's advisory & reference services to preschoolers and their parents and caregivers
- Plan and implement a Winter Reading Program
- Provide special programs for elementary and young adults throughout the year
- Provide reader's advisory & reference services to the youth, parents, and teachers or caregivers
- Conduct library tours as requested for school groups, scouts, homeschoolers and any other group
- Partner with school librarians as appropriate
- Prepare and implement book talks, book discussion programs, read aloud programs with area schools, daycare centers, day camps, etc.
- Create a quarterly newsletter for parents, caregivers and teachers to promote reading and literacy skills
- Plan and implement a Summer Reading Program for all ages
- Publicize and promote library programs
- Offer workshops to daycare providers on children's literature, emergent literacy, and encouraging children's reading at the daycare centers
- Work within the programming budget to provide quality programs and/or consider other forms of financing programs through grants or donations
- Supervise & evaluate library staff or volunteers assigned to Youth Services
- Compile and maintain accurate data of program participation
- Present programs on library services to youth as requested by community organizations
- Select library materials for the Children and Young Adult library collections as prescribed by the Library System Collection Development Policy
- Weed the youth collections on a regular basis to keep the collection current and accurate
- Read library shelves regularly to maintain the collection
- Prepare news releases for library youth programs
- Prepare posters/flyers/brochures to promote and inform youth and their families and care givers of library services and programs
- Create displays of children's and young adult literature & informational topics
- Maintain relationships with school librarians, daycare providers and teachers, and other community organizations serving youth in order to promote library services
- Serve on local/regional/state youth services committees when requested

- Maintain an attractive, functional, family friendly youth services area for children and teens at all branches
- Work with the Technology Coordinator to maintain public computers in youth areas
- Assist at Circulation Desk as needed, following library policies and procedures

ADA REQUIREMENTS: Frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 30 pounds on a continuous basis and up to 50 pounds occasionally with the ability to push/pull 100-150lbs on wheeled carts. The position also requires constant use of the visual and auditory senses as well as dexterity and skills with office equipment

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess excellent oral and written communication, computer, and math skills.

EDUCATION AND EXPERIENCE:

- Must possess a Master of Library Science/Information Studies Degree from an American Library Association (ALA) accredited program and library certification as a professional librarian from the Library of Virginia
- Have 3 years library experience in the provision of children's and young adults' services, with 2 years of supervisory experience or the equivalent combination of education, training and experience that provide the knowledge, skills and abilities to perform the duties of Youth Services Coordinator

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all Library policies and procedures
- Maintains confidentiality with all vendors, employee, and patron transactions, records, and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the Library.

TRAINING AND JOB DEVELOPMENT:

- Participate in community events
- May participate in professional associations
- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of Library trends and for educational growth.

- Works with staff to discuss and resolve problems and provide ideas for improvement
- Demonstrates initiative, commitment, and flexibility to work unpredictable hours as necessary
- Promote the branch library and the County Library System in a positive manner
- Establish ongoing contacts with the Library Board, Friends of the Library, local civic groups, and community groups and organizations
- May participate in professional associations

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all county policies and procedures.

Employee: _____

Date: _____