

The Kingsville Public Library is seeking an energetic and creative individual to fill the position of Youth Services & Outreach Coordinator.

**POSITION SUMMARY:** Under the supervision of the Library Director, the Youth Services & Outreach Coordinator engages young people of all ages through collections, services, and programs in ways that promote literacy and allow them to follow their interests and discover new ones. The successful candidate must demonstrate knowledge of early childhood education, current trend, and topics in youth literature and services. The successful candidate will excel in a fast-paced environment, have a positive and outgoing personality, and demonstrate creativity and a willingness to initiate innovative programs and services.

**SCHEDULE:** Full-Time/39-40 hours per week; flexible schedule including a minimum of (2) two nights and (2) two Saturdays. \*Open Hours and shifts may vary during the COVID-19 reopening plan.

**RATE OF PAY:** \$13.00-\$14.00 per hour based on education and experience.

**APPLICATION DEADLINE:** June 25, 2021

**APPLICATION PROCEDURE:** For consideration, applicants must email a resume including a cover letter and (3) three professional references to: [director@kingsvillelibrary.org](mailto:director@kingsvillelibrary.org)

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develops, promotes, and facilitates innovative programs to build literacy and a love of reading to meet the expressed and anticipated needs of the community's children, parents, and childcare providers, including storytimes and other early literacy programs, visual and performing arts programming, STEM programs, summer reading events, and a variety of other programs both within the Library and throughout the community.
- Ability to meet goals and objectives in a timely fashion, either as a team member or working independently.
- Prepares materials for programs and creates marketing pieces including press releases, posters, brochures, information sheets, and other materials as necessary.
- Maintains an organized workspace including storage areas for supplies.
- Develops and maintains the layout and appearance of the children's space to ensure a safe and inviting area filled with relevant resources and displays.
- Partners with the collection development team to shape and maintain the Children's collection, ensuring it is diverse, current, relevant, and meets the needs of the community.
- Attends meetings, continuing education seminars, and community events as appropriate.
- Collects statistics, presents annual programming goals and monthly progress reports to the director.
- Facilitates group and family visits to the Library to enhance the reading skills of children.

- Actively and continuously promotes our collections and reading through readers advisory, staff picks, recommendation lists, blog entries, author talks, book discussions, and other innovative ways, both on-site and online.
- Provides reference services and resource recommendations using print, media, and digital resources.
- Fosters digital literacy and provides age-appropriate technology instruction to children.
- Develops and maintains content for social media platforms such as Library blogs, Facebook, Twitter, Tumblr, and Pinterest.
- Conducts outreach to and develops partnerships with community-based organizations, schools, daycare centers, and community groups that target children to promote the Library's services, collections, specialized programs, and resources.
- Assists with library operations, including circulation, shelving materials, fines & fees management, reserves, and opening/closing procedures.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in early childhood education is preferred. Associate degree/Technical education and work experience in the field will be considered.
- Ability to meet goals and objectives in a timely fashion, either as a team member or working independently.
- Experience developing, maintaining, and promoting children's collections.
- Experience developing, planning, and conducting a variety of innovative, educational programs for children and their parents/caregivers.
- Strong organizational and planning skills, including the ability to perform multiple projects or tasks simultaneously.
- Availability to work nights and weekends.
- Demonstrated successful interpersonal, oral, and written communication skills.
- Prior experience working with young people of various ages.
- Strong computer and other related technology skills, including MS Word, Excel, Publisher, Google applications, AV equipment, PCs, and digital devices.

### **PHYSICAL REQUIREMENTS:**

- Position requires frequent standing, sitting, and walking.
- Ability to stoop, bend, kneel, climb step stools, and stretch to retrieve and shelf materials.
- Using stairs to access all floors of library buildings.
- Ability to lift and carry at least 20 pounds and push, pull and maneuver full book carts.
- Regularly operate computers, phones, and office equipment that may have repetitive actions; read a computer screen and print materials.

**BENEFITS:** PTO, Health Insurance, OPERS (Ohio Public Employees Retirement System), and Term Life Insurance.