

**2023**

**Job Title: YOUTH SERVICES COORDINATOR**

**Department:** Youth Services

**Pay Range:** \$20.00 – \$28.00 per hour

**Immediate Supervisor:** Assistant Director

**Positions Supervised:** Youth Services Librarians

**Career Ladder Opportunity:** Assistant Director, Director

**Job Responsibilities:** Responsible for all aspects of Youth Services, including but not limited to, collection development and programming.

**Minimum Qualifications:** Master's degree from an ALA accredited library school. Extensive public library experience.

**Knowledge, Skills and Abilities:** Knowledge of library practices and procedures; ability to communicate effectively (oral and written). Ability to foster and encourage library use for all ages and reading levels of youth.

**Illustrative Duty Modules:**

50% Administrative Duties/Special Assignments:

- Promotes reading, information literacy, school success and library usage.
- Guide and empower the Youth Services team to deliver quality library service inside and outside of the library.
- Regularly read professional literature and attend professional conferences to keep abreast of new trends.
- Develops a positive relationships with community organizations with collaboration as a main goal.
- Work with the Assistant Director and the Public Relations department on community activities and public relations efforts.
- Accurately maintains program records and statistics.
- Creates and implements or supervises the implementation of a full range of library services for children and young adults.
- Selects quality library materials for children.
- Prepares bibliographies, booklists, and displays that promote library services.
- Demonstrates a high level of customer service excellence.
- Write grants or assist in their preparation
- Act in the absence of the Director and Assistant Director. Provide administrative and professional assistance to administration as needed.
- Implement library policies.
- Perform additional duties as assigned.

40% Reference Duties

- Assists patrons of all ages and backgrounds with a complete range of library services at the Information Desk.
- Assist with daily retrieval of ILL materials for SEO libraries.
- Maintain current knowledge of available sources of information and public demand of reading materials.
- Participate in professional cooperative and community organizations.
- Attend and participate in Department Head meetings.

10% Collection Development Duties:

- Select and maintain assigned collections under the supervision of the Director.