

<u>JOB TITLE:</u>	YOUTH SERVICES COORDINATOR
<u>PAY GRADE:</u>	4 (\$17.00 - \$21.00 an hour)
<u>POSITION TYPE:</u>	Para-professional
<u>STATUS:</u>	Non-exempt (paid by the hour, 28 hours/week)
<u>REPORTS TO:</u>	Branch Manager
<u>LOCATION:</u>	New Castle

DUTIES: The Youth Services Coordinator provides front-line customer service to patrons in the library and assists the Branch Manager in all areas of public library services especially those areas relating to toddler, school-aged children, tweens, teens, parents, caregivers and educators, focusing on services aged birth to seventeen.

A Youth Services Coordinator has a passion for children's and young adult literature and can plan, market, and present successful programs for youth. The Youth Services Coordinator creates and implements children's, tween and teen programs, classes and events, develops, helps manage and maintain the children's (0-10), tweens (11-13) and young adult (14-17) collections, provides youth-related community outreach, and has youth-related reference and reader's advisory skills. Creativity, high energy and awareness of the developmental needs of children and teens is essential.

The Youth Services Coordinator aspires to help children, teens and parents become lifelong library users by introducing them to the wealth of library resources and enables them to use library services effectively. Has the ability to work patiently & courteously with parents and children of all ages, and the ability to work independently and as part of a team. This position reports directly to the Branch Manager and oversees the work of the Children's and Teen Associates and Specialists (if applicable). The Youth Services Coordinator is expected to be a team leader and a team player as well as embrace and know the District's mission, vision and values.

EXAMPLES OF WORK PERFORMED:

- Promotes and supports the library needs of youth through materials, services, and programming.
- Selects materials and maintains a collection designed to meet the needs of the intended audience.
- Can objectively assess the success of programming in terms of the relevancy and appropriateness to developmental needs of the targeted group and the redefined expectations set through the planning process.
- Understands the importance of determining all youth's needs, researching and locating answers in a timely manner, while providing accurate information; ability to use various technologies and informational databases.
- Provides direct customer service to library patrons, especially children and teens, assisting with their information questions, readers' advisory and circulation needs.
- Develops and implements library programs for children and teens, ages 0-17, communicating all plans and program feedback to the Branch Manager.
- Works with Branch Manager to plan for expanding children's services in ways such as contacting schools, outreach activities and working toward setting up after-school programs and/or outreach.
- Creates attractive and informative exhibits and displays.
- Submits publicity information for programs, events and informational items.
- Shares information and coordinates activities with other GCPLD departments and specialists.
- Prepares bibliographies/reading lists for children, teens and parents.
- Participates in the Youth Services Committee.
- Familiar with professional resources related to library service for children and teens.
- Participates in on-going educational opportunities pertinent to Youth Services.

This position may have responsibilities in one or more of the following areas:

- **ILL:** Managing the ILL process including OCLC and Swift
- **Processing:** Adding and processing new materials and donations
- **Tech:** Training staff and teaching patrons on computer equipment and new technologies
- **Social Media:** Creating and maintaining social media portals for the branch
- **Serials:** Attaching serials and managing subscriptions
- **Mending:** Assessing damage and mending materials, creates new artwork
- **Marketing:** Displays, bibliographies and other promotional activities
- **Clerical:** prepare deposits, order supplies, keep schedules, etc

The duties listed are not meant to be all-inclusive, but are merely intended to be illustrative of the nature of the work to be performed by a person in this position.

PREFERRED KNOWLEDGE, SKILL AND ABILITIES:

- Ability to perform the core competencies for Youth Services.
- Creative; able to promote new ideas and introduce high quality, new solutions or processes
- Uses knowledge, skills, tools and techniques to plan, oversee, and/or implement necessary tasks to result in a program that is completed on time, within budget, and that meets or exceeds expectations.
- Uses relevant and appropriate techniques to execute interesting, engaging, and age appropriate programming.
- Connects all youth with resources that encourage reading. Knowledgeable of popular materials and able to share that knowledge with all youth.
- Knows library policies and procedures, has significant independent judgment, and maintains a positive customer service attitude.

ESSENTIAL FUNCTIONS:

- Communicates in English with staff and patrons (write, read, speak and comprehend)
- Arrives at scheduled time, ready to work
- Lifts up to 30 pounds
- Pushes and/or pulls carts loaded with over 80 pounds of library materials
- Grasps book up to 10 pounds and place on shelf above the head, below the knees or anywhere in between
- Engages in repetitive hand movements
- Ability to sit at a desk for extended periods of time
- Tolerates dust, mold, etc. that may have accumulated on books
- Capable of keyboarding and working with computers
- Engages in bending, stooping, kneeling, sitting, walking, standing for long periods, twisting, climbing and any other necessary movements of shelving library materials and customer service
- Ability to attend meetings and conferences as assigned both in district and out of the district
- Ability to work in an environment with florescent lights

ENVIRONMENTAL/WORKING CONDITIONS:

- Inside work environment
- Requires face to face interaction with other staff and the public on a daily basis
- Flexible work schedule including evening and weekend hours. Must be able to work any hours the library is open.

EQUIPMENT USED:

Book carts (for transporting materials to proper areas for shelving), computers and most business/library machines and equipment necessary to perform tasks

TRAINING AND EXPERIENCE:

- Associate's degree in Early Childhood Education or related field combined with library experience, or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for the position required.
- Previous experience working with children required, in a supervisory role is preferred.
- Bachelor's degree in education, early childhood or other related field preferred.
- Ability to speak, read and write Spanish fluently is desired.

All employees acknowledge and accept GCPLD's Code of Conduct, respect the State of Colorado's confidentiality laws, and support our mission. Garfield County Public Library District is an equal opportunity employer.