



County of Bland, Virginia

Job Description

JOB TITLE: Youth Services Coordinator

DEPARTMENT: Library

FLSA STATUS: Part-Time

SUMMARY OF JOB

Performs varied tasks in providing quality youth services to patrons at the Bland County Public Library. Under the direct supervision of the Director of Library Services.

JOB CONTENT

Plans and implements all youth programs and services, obtains knowledge of current youth materials and popular interests, assists in developing youth collection, conducts school visitation and in-house field trips, manage, and maintains youth area of the library, remains engaged with all youth and caretakers while visiting the library.

EDUCATION / KNOWLEDGE / ACCEPTABLE EXPERIENCE

Some knowledge of library methods and procedures, ability to operate library computers, good communication skills with children and adults, knowledge of popular reading interests, knowledge of basic reference tools. ability to file and perform clerical tasks, ability to establish and maintain effective working relations with library patrons' ad co-workers.

Previous library experience, current computer skills, solid written and oral communication abilities, proven customer service skills, previous experience working with preschool through high school aged children.

Must be able to lift up to thirty (30) pounds. Reaching shelving units up to seven (7) feet also required.