



JOB TITLE: Youth Services Coordinator

FLSA STATUS: Full-Time / Non-Exempt

DEPARTMENT: Bland County Public Library

JOB SUMMARY: Performs varied tasks in providing quality youth services and programming to patrons and community members at the Bland County Public Library.

JOB RESPONSIBILITIES:

1. Performs circulation desk duties including charging and discharging library materials, collecting fines and fees, registering new patrons, and placing materials on reserve.
2. Answers the telephone and directs calls with courtesy and accuracy.
3. Greets patrons and offers assistance in the use of the facility, locating materials, providing basic reference, using online catalog, photocopier, scanner, fax and/or public use computers.
4. Organizes and shelves materials accurately, reads, cleans, and straightens shelves as needed. Assists with maintaining accurate and clean AV collection.
5. Performs standard opening/closing procedures for the Bland County Public Library including arming and disarming of the security system. Assures the library is neat and orderly before opening or closing.
6. Maintains and organizes periodical and newspaper collection. Assists with copying and maintains forms used in the circulation area.
7. Assists with inventory.
8. Cooperates as a team member with library staff in performing any duty essential to the achievement of efficient library operations.
9. Performs additional duties as assigned.
10. May require evening and weekend work.

YOUTH SERVICES AND PROGRAMMING RESPONSIBILITIES:

1. Plans and implements all youth programs and services.
2. Obtains knowledge of current youth materials and popular interests.
3. Assists in developing and acquisition of youth collection.
4. Conducts school visitation and in house field trips.
5. Manage and maintains youth area of the library.
6. Creates and implements virtual programming when necessary.
7. Plans and implements adult and senior programming when necessary.
8. Operates technology and equipment specific to youth services and programming.
9. Attends meetings specifically related to library programming.

KNOWLEDGE AND ABILITIES:

1. Working knowledge of library methods and procedures.
2. Ability to operate library machines properly.
3. Good communication skills with children and adults.
4. Knowledge of popular reading interests
5. Knowledge of basic reference tools.
6. Ability to file and perform clerical tasks.
7. Ability to establish and maintain effective working relationships with library patrons and co-workers.
8. Ability to organize, plan and multi-task.
9. Ability to make decisions and implement changes when necessary.
10. Ability to read, perform and speak in front of an audience.

EDUCATION / KNOWLEDGE / ACCEPTABLE EXPERIENCE

High School education High school diploma or GED required.

Previous library or work experience with preschool through high school aged children as well as senior citizens preferred.

PHYSICAL DEMANDS:

High activity rate during programs. Must be able to lift up to thirty pounds. Reaching shelving units up to seven feet required. Ladders, step stools and or tools may be used.

Last Revised: April 4, 2023