

**Position Title:** Programming and Youth Services Coordinator

**Reports To:** Director of Library Services

**Date Revised:** January 28, 2022

**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 library 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 maintain forms used in the circulation area.
7. Assists with inventory.
8. Cooperates as a team member with library staff in performing and 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 programs and services.
2. Obtains knowledge of current youth materials and popular interests.
3. Assists in developing youth collection.
4. Conducts school visitation and in house field trips.
5. Manage and maintains youth area of the library.
6. Remains engaged with all youth and caretakers while visiting the library.
7. Creates and implements virtual programming when necessary.
8. Plans and implements adult and senior programming.
9. Operates technology and equipment specific to youth services and programming.
10. Attends meetings specifically related to library programming.

**Knowledge and abilities required:**

1. Some knowledge of library methods and procedures.
2. Ability to operate library computers.
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 patron's 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.

**Minimum Qualifications:**

1. High school diploma required; college preferred.

**Preferred Qualifications:**

1. Previous library experience, current computer skills, solid written and oral communication abilities.
2. Proven customer service skills.
3. Previous experience working with preschool through high school aged children as, well as senior citizens.

**Physical Demands:**

**High activity rate during programs. Must be able to lift up to thirty (30) pounds. Reaching shelving units up to seven (7) feet also required. Ladders, step stools, and/or tools may be used.**