

DERBY PUBLIC LIBRARY

YOUTH SERVICES COORDINATOR

Department Youth Services
Reports to: Director
Work Classification: Full-time, Exempt, Salaried, Full Benefits

Basic Function:

Plans, organizes, and coordinates all programs, activities, and materials in the Youth Services Department which includes birth through age 18, as well as parents, teachers and caregivers. Assists the public at the youth service desk.

Work Schedule:

Work hours will be determined on an ongoing basis. Because the Library is in operation 66 hours per week, 7 days a week, scheduling flexibility is necessary. No specific schedule is guaranteed for this position. Evening and weekend hours may be required.

Position Responsibilities:

- A. Responsible for the training, supervision, delegation of tasks, scheduling, discipline and performance appraisals for all Youth Services staff.
- B. In conjunction with the director, is responsible for hiring youth services staff.
- C. Responsible for daily operations, functions, procedures and policy implementation pertaining to the Youth Services Department.
- D. Coordinates, oversees, and evaluates plans, preparations and presentations of programs for patrons from birth through 18, as well as, parents, teachers and caregivers.
- E. Oversees and coordinates the interviewing, training, supervision, and required paperwork for teen volunteers and/or adult volunteers assigned to the Youth Services Department.
- F. Submits monthly departmental schedules for director approval.
- G. Provides informational/educational presentations and tours to youth and adult sponsors.
- H. Responsible for the operations of the summer reading program.
- I. Recommends budget, procedures and changes pertinent to the Youth Services Department.
- J. Responsible for statistical data and preparation of reports relating to Youth Services.
- K. Responsible for collection development and analysis of all children, teen and parenting print materials and assists with the selection of non-print materials.

- L. Creates bibliographies, bookmarks, book lists, brochures, etc., for preschool thru high school levels.
- M. Maintains and submits orders for supplies and materials for Youth Services Department.
- N. Oversees reader's advisory and reference services for general public, especially focused on children, teens, parents, teachers and caregivers.
- O. Assists with special projects as assigned.
- P. May serve on various committees as assigned.
- Q. Represents the Library at community functions and professional meetings.
- R. Expected to participate in library special events requiring evening and/or weekend hours.
- S. Attends training, professional meetings, and continuing education programs to keep informed of departmental and library trends.
- T. Performs other duties as assigned.

Knowledge, Skill or Expertise Required:

Knowledge of basic library operations.
 Knowledge of children's literature.
 Knowledge of child development.
 Knowledge of management procedures including ability to supervise and delegate.
 Computer literate.
 Good organizational skills.
 Strong decision-making skills.
 Effective oral and written communication skills.
 Ability to use sound judgment and problem solving skills.
 Ability to work well with the general public, especially children, teens, parents and caregivers.
 Strong commitment to customer service.
 Ability to be adaptable to change with a positive attitude.
 Ability to establish professional interactions with co-workers.
 Ability to work with minimal supervision.

Minimum Qualifications:

College Degree from a two or four year institution.
 Experience working with children.
 Experience planning and presenting programming.
 Must be able to communicate clearly and concisely in both oral and written format.
 Must be able to reach, bend, lift, stoop or squat to place library materials on shelves.
 Must be able to push a fully loaded cart that may weigh up to 250 pounds.
 Must be able to use manually operated equipment.

Preferred Qualifications:

Masters in Library Science from an American Library Association Accredited Institution.
 Experience working in a library.