

<b><u>POSITION TITLE:</u></b>	Youth Services Coordinator
<b><u>DEPARTMENT:</u></b>	Sparta Free Library – City of Sparta
<b><u>STARTING WAGE:</u></b>	\$37,000 - \$41,000, dependent on education and experience
<b><u>SCHEDULE:</u></b>	Full time, 40 hours/week, some evenings and weekends
<b><u>BENEFITS:</u></b>	Full benefits including but not limited to health insurance, dental insurance, Wisconsin Retirement System Defined Benefit Plan, Paid Time Off (PTO) and holiday pay, education reimbursement and compensatory pay

**JOB SUMMARY:**

Under the direct supervision of the Library Director, the Youth Services Coordinator is responsible for managing and implementing resources, services, and programming for youth from birth through the high school years and their caregivers, including developing, promoting, and presenting programs, events, classes, and tours for youth; providing outreach services; and management of the children's and young adult collections, including purchasing, cataloging, and weeding. The successful candidate will be dynamic, creative, tech savvy, adaptable to changing priorities and library practices, work well independently and as part of our friendly team. Exceptional customer service skills are a necessity. The Youth Services Coordinator serves as a member of our supportive library leadership team and will assist with our upcoming expansion and remodel plans.

**SUPERVISION RECEIVED:**

Works under supervision of the Library Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop, promote, and present programs, events, classes, and tours for patrons ages birth to 18 and their caregivers.
- Plan, promote, and provide outreach services for community organizations.
- Evaluate and purchase materials in all formats for the library's youth collections, catalog new and update existing records for children's and teen materials, as well as review and select items for withdrawal. Process materials for circulation.
- Advises the director regarding policies and procedures that pertain to children and teen services; writes reports, recommendations, and procedures; implements decisions.
- Assists in hiring, training, evaluating, scheduling, supervising and mentoring Library Assistants, Library Aides, substitutes, and volunteers, specifically in the Youth Services department.
- Serves as a member of the Leadership Team, participating in library planning, creating procedures, and assisting in the absence of the director.
- Extensive knowledge of computers, their operating systems, and programs likely to be used in libraries, including familiarity with Office suite, databases, and mobile internet devices.
- Manages a budget for materials, programs, continuing education, and supplies.
- Assist patrons in finding and using library resources including books, computers, and library technology.
- Interacts with and assists the public in a friendly and responsive manner at circulation services points and throughout the library.
- Provides backup assistance at the service desks.
- Strong organizational skills for a customer service-oriented environment.
- Maintain online presence for youth services, including the library website, Facebook, Pinterest, and other social media.
- Prepare displays, bulletin boards, booklists, website information, and promotional literature for the youth areas.
- Produce newsletters, book lists, bibliographies, brochures, and other written marketing and informational materials.
- Compiles statistical information on youth services.
- Attend continuing education workshops, webinars, classes, and conferences.

- Serves on professional and library system committees as assigned by the director.
- Participates in planning to address future library and patron needs.
- Carries out library policies and procedures.

### **KNOWLEDGE AND ABILITIES**

- Ability to perform cataloging, classification, reference work and materials selection.
- Ability to plan, organize and carry out a program of library services for children.
- Strong interpersonal skills and the ability to maintain and foster cooperative and courteous working relationship with the public, peers, and supervisors.
- Ability to plan, organize, train, supervise and evaluate the work of library employees.
- Ability to maintain confidentiality of library user information.
- Ability to use computer software and manage computer technology
- Ability to work independently, organize and prioritize work, respond to varied/changing work demand and make decisions as required.
- Advanced knowledge and understanding of subject areas assigned, and of basic library principles, procedures, technology, goals and philosophy of services.
- Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
- Flexibility in work schedule; including some evenings and weekends.

### **ADDITIONAL REQUIREMENTS**

- Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form. Willingness to respond to supervisor's communications in an accurate and timely fashion.
- Ability to effectively present information and respond to questions from library users. Working knowledge of English grammar and spelling.
- Ability to interact positively and pleasantly with all ages.
- Ability to write reports, business correspondence, and procedure manuals in an understandable way.
- Effectively evaluate or make independent decisions based on experience, knowledge, or training.
- Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to Library Director or Adult Services Librarian when necessary.
- Set priorities in order to meet assignment deadlines.

### **DESIRED SKILLS**

- Spanish language skills.
- Experience with Innovative Integrated Library System.
- Graphic design experience

### **ENVIRONMENTAL/WORKING CONDITIONS** (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Speaking and hearing.
- Keyboarding, writing, filing, sorting, shelving, and processing.
- Processing library materials; picking up and shelving books.
- Lifting and carrying: 50 pounds or less.
- Pushing and pulling objects weighing 60-80 pounds on wheels.
- Sitting, standing, walking, climbing, stooping, bending/twisting, and reaching.
- Far vision at 20 feet or further, and near vision at 20 inches or less.
- Mobility to travel to outreach events, meetings, continuing education outside the library.
- Flexible work hours; occasional evening and weekend hours.

- Occasionally exposed to outside weather conditions.

### **EDUCATION AND EXPERIENCE**

- ALA-accredited Master of Library and Information Science degree (MLIS), or equivalent education and experience, with emphasis on children's and teen materials and programming for ages birth through 18.
- Candidates nearing completion of an MLIS or equivalent will be considered.
- Experience working with youth in a library setting.

### **SELECTION GUIDELINES**

- Cover letter, resume, transcripts.
- On-site interview, reference check, background check.
- Job related tests.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.