

TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

Appendix 11 Youth Services Coordinator

JOB TITLE	YOUTH SERVICES COORDINATOR
STATUS	PART TIME/HOURLY
SUPERVISION RECEIVED	Works under the supervision of the Assistant Director
SUPERVISION EXERCISED	Oversees activities of all Adult Services Employees
REVISION HISTORY	10/2023 (Replaces description of 2009)

Position Overview

The Youth Services Librarian, under the supervision of the Assistant Director, will be responsible for specific aspects of the Library's services to child aged patrons. The Youth Services Librarian works in conjunction with the library administration to produce the highest possible quality of library information and programming service to the community served by the Tucker Free Library. This person is responsible for the implementation and maintenance of the Library's slate of services to the child aged population, provides reference service, and performs selection activities.

Primary Duties

1. Perform all tasks related to the circulation of materials
2. Plans, organizes, directs and manages all aspects of youth library services
3. Exercises supervision over professional, paraprofessional, technical, and clerical youth services staff as assigned
4. Serve as a liaison to community agencies serving children
5. Maintains assigned portions of the youth collections; evaluates and recommends materials for purchase; responsible for maintenance of the collection through inventory, shelf reading, weeding, and discarding materials
6. Develops and conducts programs for children and caregivers which encourage reading viewing, and listening skills and use of the library facilities and materials
7. Stimulate interest in library facilities by projecting an enthusiastic and positive image of the library

Reader Advisory Services

1. Provides reference service to children, teachers, and caregivers, and provides reader advisory
Creates in-house displays and decorations highlighting programs and areas of the collection
2. Creates bibliographies and other pathfinding tools
3. Facility with a variety of standard computer applications and online searching tools

Supervisory Responsibilities

1. Building Supervisor during evening or weekend shifts when other supervisory staff is not in the building

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2. Assists in selecting personnel for the youth library
3. Set priorities in a changing environment and make decisions in a timely manner
4. Directs and evaluates Youth Room staff with recommendations to the Director
5. Directs the daily operation of the Youth Room to ensure the highest quality of service possible

Other Duties as Assigned

1. Pursues and applies for grant money for youth services
2. Prepares statistical and narrative reports for supervisor
3. When called upon to provide coverage in different areas, provides appropriate service courteously and to the best of his/her abilities; informs patrons when necessary that they may need to wait for a regular staff member
4. Participates in professional library organizations and attends meetings and workshops to remain current in the field

Physical Demands

Requires standing for long periods of time, lifting and carrying materials, reaching for materials on top and bottom shelves and constant use of stairs. Physical agility and stamina to lift up to 50 pounds in weight. Must be able to communicate well with patrons both in person and via telephone and electronic media. Must be capable of getting to all areas of the physical plant.

Preferred Qualifications

Minimum of a Bachelor's Degree in Library Studies, Child Development, or Education. Master's Degree in Library Science and experience in a public library children's room or school library, or any equivalent combination of experience and/or training that provides the required knowledge, skills, and abilities upon approval of the Director.

Required Knowledge, Skills, Attributes & Abilities

1. Has thorough knowledge of public library programs and services
2. Demonstrates effective interpersonal relations with children, their caregivers, and other professionals who work with children
3. Communicates effectively orally and in writing
4. Demonstrates a knowledge and appreciation of literature for children
5. Ability to deal tactfully and courteously with the public; to establish and maintain effective working relationships with co-workers
6. Ability to present ideas and to provide instruction
7. Ability to maintain accurate files and records
8. Ability to maintain composure in stressful work situations

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

The Tucker Free Library is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.