



## **Youth Services Coordinator**

### **SUMMARY OF JOB DESCRIPTION**

**Imagine this: you're preparing for tomorrow's story time program while working the checkout desk. It's 3pm and you hear the familiar squeal of a school bus coming to a stop. You know in just two minutes the library door will open, tween-agers will rush in and the next two hours will be energy-filled. Are you up for the challenge? Do you enjoy the energy of young people? Can you handle their unique needs, and the occasional pushing of boundaries?**

Barrett Memorial Library is seeking a part-time Youth Services Coordinator. The ideal candidate will match the energy and enthusiasm of our beautiful lakeside community and bring an innovative spirit to the Youth Services Department. Ideal candidates have a passion for creating learning experiences for caregivers and children, from birth through 8<sup>th</sup> grade. This forward-thinking, creative, and adaptable coordinator will promote a love of learning and reading, and help foster future success among the children and teens they encounter in our library.

The Youth Services Coordinator works closely with the Youth Services Director and together they are responsible for providing library services to children and families in and outside of the library. This position provides excellent customer service to library patrons, assists patrons and staff in meeting their reference and informational needs, plans and conducts programs, promotes library services to the community, and participates in the day-to-day operations of the library.

### **DUTIES**

- **Customer Service**
  - Provide high-quality, approachable customer service to patrons via in-person, phone, email, and text, with a focus on reference, technology, and readers' advisory. Maintain confidentiality in all interactions and communications with patrons.

- Circulation and Patron responsibilities
- **Organization**
  - Plans for and leads the Children's Summer Reading Program (June through August) in collaboration with the Youth Services Director
  - Maintains tidiness and organization of youth collections/shelving and areas, including displays, signage, seating areas, etc. as well as in youth services storage, filing, and working areas
  - Collaborates with other Village departments to provide memorable experiences for individuals and families in the community.
  - Compiles programming statistics and gives these to the Youth Services Director monthly.
  - Organizational responsibilities
    - Prepares library for opening and/or closing
    - Troubleshoots basic issues on computers and other technology
    - Performs other related work as needed or as directed by the Library Director
    - With permission from the Director, attends continuing education workshops and informational meetings related to the position
- **Programming**
  - Stays up to date on programming and services trends for patrons aged 0-13
  - Prepares, plans for, and leads both ongoing youth library programs series (ex: weekly Storytime, after-school programs for tweens,) and one-off activities.
    - Coordinates with the Youth Services Director regarding scheduling and program development
    - Develops or finds program ideas and gathers materials/informs Youth Services Director of purchasing needs
    - Coordinates with staff regarding promotion, including use of print and social media, signage, and displays
    - Promote library services through community outreach and participation such as programs in the park, classroom visits, outreach events, etc.
  - Assists Youth Services Director with programs

### **SPECIAL WORKING CONDITIONS**

- Works evenings and Saturdays as programs/events require.
- Strong interpersonal skills including problem-solving, ability to accept constructive criticism, and contribute as a collaborative team member
- Ability to lift 30 lbs and to bend or reach lower library shelves.
- Ability to sit on the floor, crawl, and the like

## **SKILLS**

- Ability to develop and execute interactive programming and activities, including those that center on literacy.
- Good communication skills, both in person and through writing, as well as the ability to understand and follow written and oral instructions.
- Ability to maintain patron confidentiality and follow policy and procedure.

## **QUALIFICATIONS**

- A college degree in a related field is preferred, a high school diploma or equivalent is required
- Previous library experience strongly preferred
- Experience working with children and middle-grade teens
- Demonstrated knowledge of youth literature, storytelling, youth library programming trends, and literacy issues
- Computer and technology experience, including but not limited to Microsoft Word, and graphic design skills, social media, Google Drive tools (docs, sheets, calendar, etc.), familiarity with Apple, Windows, and Android devices, and comfort with remote meeting platforms (ex: Zoom), and basic technology troubleshooting

Please submit resumes via email to Director Joy Schnupp  
at [jschnupp@williamsbay.lib.wi.us](mailto:jschnupp@williamsbay.lib.wi.us)