

## **Linwood Community Library**

### **Job Description**

**Position:** Youth Services Coordinator

**Reports to:** Library Director

**Primary Function:** Plans, implements, and manages programs and services for children ages birth to 12, their families, and caregivers.

### **Essential Job Functions:**

- Plans, coordinates, delivers, and promotes a minimum of two programs per month designed to inform and entertain children and families, including weekly Story Time.
- Helps develop and maintain the children's collections by selecting, merchandising, weeding, and assigning appropriate call numbers
- Promotes use of the library through tours, library instruction, and outreach for youth groups, community organizations, and schools in the Library District
- Provides exceptional customer service, reference, and readers' advisory services to library patrons, including children and caregivers, in person, online, and over the phone
- Performs all circulation desk duties using the automated Next Search system, including:
  - Checks materials in/out/renews in accordance with Library policies and procedures
  - Effectively searches for and reserves materials for patrons
  - Issues new patron cards and updates accounts
  - Assists with locating, routing, and preparing "hold" materials for patrons
  - Shelves materials and shelf-reads, maintaining the collection in alphabetical and/or Dewey Decimal order

### **Other Duties:**

- Instructs patrons on how to use online reference sources, online card catalog, and databases on library computers
- Assists patrons with using library equipment and technology as needed
- Performs opening and closing procedures in staff and public areas
- Prepares statistics, reports, and presentations as needed
- Participates in staff meetings and community and professional activities directly related to areas of responsibility
- Performs other duties as assigned by the Director

### **Requirements:**

- Previous library experience and/or experience working with children preferred
- Ability to plan and manage several projects simultaneously
- A commitment to quality customer service and the ability to communicate positively and effectively with patrons of all ages and staff
- Strong computer skills, including experience with Windows operating system, Microsoft Office suite, printers, use of the Internet and Internet-based software programs, and wireless access
- Basic knowledge of search engine use and ability to perform complex searches

- A desire to serve the public in a friendly, comfortable environment
- Ability to work a flexible schedule to meet the needs of the library, including working evening and weekend hours to assist with special programs and events

**Schedule:** A minimum of 20 hours a week with additional hours as needed (such as during Summer Reading and Santa's visit) up to 30 hours.

**Physical and Cognitive Qualifications:**

- Ability to read, write, and understand written and verbal instructions proficiently in English
- Ability to speak and hear to communicate with patrons; ability to hear and see various forms of library media and materials
- Ability to utilize a computer keyboard and monitor
- Ability to use alpha-numeric filing systems, including the Dewey Decimal system
- Ability to lift items ranging from 10-25 pounds and to push carts from 25-50 pounds
- Ability to reach heights up to six feet and bend to floor level
- Ability to perform repetitive hand movements using a computer keyboard and opening/closing of library material casings

**General Requirements for All Library Employees**

- Ability to project a professional workplace image
  - Ability to adapt to change
  - Ability to learn new computer skills, programs, and interfaces
  - Ability to develop and maintain positive working relationships
  - Ability to comprehend and follow library policies and procedures
  - Ability to develop an awareness of library-wide operations
  - Ability to exercise good judgment at all times
  - Ability to meet physical requirements of the job
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- **Apply:** For questions or to apply, please send a cover letter, resume, and 3 references to Dennis Shelton at [director@linwoodlibrary.org](mailto:director@linwoodlibrary.org).