

Youth Services Coordinator

Rensselaerville Library is seeking an enthusiastic and energetic person to join our team. The primary responsibility of this position is to plan, promote, implement and evaluate youth literacy and STEAM related programming. This person should have experience working with children and a strong background in children's literature, media, and technology. This is a flexible six hour per week position.

Position Description

Supervisor: Rensselaerville Library Director

Hours of Works: 6 hours per week. (variable based on program, planning & service hours)

Pay Rate: \$13.50/hour

Job Summary:

Under the supervision of the library director, the youth service coordinator creates, coordinates, publicizes, and delivers Rensselaerville Library programs for children, young adults and families. The coordinator assists with management of children, tween, teen and parenting collections and spaces, reference, reader's advisory, routine computer and internet use questions. The coordinator will also staff the circulation desk and handle routine customer service tasks.

Programming Responsibilities: These tasks directly fulfill the purpose and mission of the Library. (95%)

1. Customer Service/Outreach:
 - Provide assistance and library services to children from infant through teens, caregivers/parents, teachers and other special populations in the community.
 - Schedules, conducts and evaluates programs, class visits and outreach services.
 - Provide the Library Director with written information for advertising programs and events.
 - Handle routine circulation desk functions and customer service during scheduled shifts.
 - Other projects and tasks as assigned.
2. Collection Management
 - Participate in the selection and promotion of library materials including print and online.
 - Participate in the management and organization of the youth collection.
 - Maintains the attractive appearance of the children's spaces.
3. Programming/Service:
 - Plans, conducts, schedules, and evaluates age appropriate programs.
 - Develop workshops or programs for the Rensselaerville Library as needed for youth and families.
 - Plan, coordinate and deliver programs for the Summer Reading Program.
 - Purchase supplies as needed while maintaining program budget.
 - Maintains the organization and presentation of program resources and art supplies.
 - Provide written information to the Library Director for the Library's Web site and social media.

Management Responsibilities: These tasks are directly associated with the overall function and management of the Library. (5%)

1. Board of Trustees
 - Provide the Library Director with written program achievements and statistics for the monthly report to the Board.

Qualifications, Education, Experience, and Skills:

- A Bachelor's degree with a major or concentration in Youth Education, Library Science, English or related field.
- At least one year of experience working in a library setting or working with children, young adults, and families, performing duties related to the coordination and delivery of youth programs.
- Knowledge of children's services and literature
- Demonstrated ability to establish relationships with children and young adults.
- Excellent customer service, presentation and written communication skills.
- Strong computer skills with a working knowledge of MS Office.
- Creativity and effective group management skills.
- Ability to work independently with minimal supervision.
- A knowledge of and proficiency in general library organization and function.
- Knowledge of Sierra is a plus

This is a probationary position and the selected person will be evaluated within 3-6 months of hire.