

Youth Service Coordinator
Position Description

Supervisor: Rensselaerville Library Director

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

Supervision Exercised: library volunteers

Job Summary:

Under the supervision of the Library Director, the Youth Service Coordinator creates, coordinates, publicizes, and delivers library programs for children, young adults and families. The coordinator assists with children, tween, teen and parenting collections, reference, reader's advisory, routine computer and internet use questions.

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

1. Customer Service/Outreach:
 - Provide youth with reference assistance and reader advisory.
 - Identify and maintain public relations opportunities that engender good will toward and promotion of the Library.
 - Develop and maintain positive partnerships with Greenville School, local daycare centers and home schooling parents.
 - Provide the Library Director with information for internal and external communication on programs and events.
2. Collection Management
 - Recommend to the Library Director appropriate library materials including books, media, computer programs and other materials and insures that these materials meet the needs of the youth in the community.
3. Programming/Service:
 - Coordinate and develop Library youth programs for all ages.
 - Provide workshops or programs as needed for youth and families.
 - Plan and conduct programs for the Summer Reading Program.
 - Purchase supplies as needed while maintaining program budget.
 - Provide information to the Library Director for the Library's Web site and social media so that it is an instrument for service delivery, information exchange and public awareness to youth.
4. Staffing
 - Oversees the recruiting, and training of any volunteers.

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

1. Board of Trustees
 - Provides Library Director with program information for the monthly report to the Board.

Qualifications, Education, Experience, and Skills:

- A Bachelor's degree with a major or concentration in 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.
- Demonstrated ability to establish relationships with children and young adults.
- Strong communication, writing and organizational 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.