

## **Library Clerk – Children’s Coordinator**

**Job Summary** - Maintain the children’s collection using selection and collection development procedures; plan, prepare, and present regular story times and programming for children; coordinate the summer reading program; and, create outreach opportunities in local schools and daycares.

**Reports to:** Director, Assistant Director

### **Principle Responsibilities and Duties**

1. Participate in all responsibilities associated with the Library Clerk position.
2. Select and pre-process all new print material for the children’s collection including Board Books, Easy Picture Books, Easy Readers (chapter books), Juvenile Fiction, Juvenile Nonfiction and Spanish books with in the budget.
3. Prepare, plan, schedule and present, if needed, events for participating children including Thursday night Story times, Make ‘n’ Take Crafts on Saturdays, and other special programs.
4. Plan the Summer Reading Program and coordinate with other staff as necessary, soliciting prizes and coordinating appropriate programs.
5. Work with the support of the Communications Coordinator to publicize all children’s events.
6. Decorate and prepare display cabinet in a timely manner to promote children’s programming.
7. Create and maintain good working relationships with the schools served by the Library.
8. Coordinate library presence in community events – Halloween Trunk ‘n’ Treat (Library sponsored), Moonlight Parade, Christmas in Silvis – with Library Clerk-Young Adult Coordinator, Library Clerk-Adult Programming Coordinator, Library Director and/or Friends group.

### **Knowledge, Skills and Abilities**

1. Ability to work with children and an understanding of their interests and capabilities
2. Imaginative, creative, energetic, and self-motivated
3. Ability to work independently, possess good planning skills
4. Be familiar with library resources for youth
5. Knowledge of basic computer operations and Microsoft Office Suite. Ability to learn automated circulation system
6. Knowledge of eBook readers
7. Basic research skills, ability to navigate and search the internet
8. Understanding of library shelving system, Dewey Decimal System
9. Ability to lift 20 pounds, push a cart of books, bend and stoop

10. Good communication skills, ability to answer questions effectively
11. Ability to remain calm in difficult situations
12. Ability to use general office equipment

**Experience:**

1. Child development classes and/or experience working with children in child care or education
2. Some clerical work experience, use of computers
3. Customer service experience, preferably in a library setting

Board Approved 11-13-2017
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Bilingual English / Spanish preferred.