



Youth Services Coordinator

FSLA Status: non-exempt

Hours per week: 38 hours per week including some nights and weekends

Reports to: Director, Assistant Director, Communications Coordinator

REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to work pleasantly and effectively with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to communicate clearly.
4. Ability to use various technologies to complete work.
5. Ability to follow library policies and procedures.
6. Ability to work productively, independently, and meet deadlines.
7. Ability to maintain consistent and punctual attendance.
8. Ability to understand, practice, and demonstrate the library's service standards and Equity, Diversity, and Inclusion values.
9. Ability to perform daily work through an EDI lens.

POSITION SUMMARY

Maintain the children's and teen collections using selection and collection development procedures; plan, prepare, and present programming for children and teens; coordinate the summer reading program; and create outreach opportunities in local schools and daycares.

REQUIREMENTS FOR THIS POSITION

1. Ability to work with children/teens with a strong understanding of their interests and capabilities.
2. Imaginative, creative, energetic, and self-motivated
3. Effectively promote library services, collections, and programs to the community.
4. Enhance established relationships with area media, schools, businesses, and civic organizations; and develop new community partnerships.
5. Excellent organizational, interpersonal, public relations, telephone, and computer software skills.
6. Working knowledge of website software; e-material applications; Photoshop, Canva or related technology.
7. Effectively perform a variety of miscellaneous duties as assigned.

EDUCATION/EXPERIENCE REQUIRED

1. Associate's degree in child development and/or equivalent experience working with children in childcare or education
2. Experience working with teens and young adults.
3. Some experience in event planning.
4. Some clerical work experience, use of computers.
5. Customer service experience, preferably in a library setting.
6. Experience working with diverse populations. Spanish/English Bilingual is a plus.

ESSENTIAL FUNCTIONS

1. Select and pre-process all new print material for the children's and teen collections including print materials, e-materials, audiobooks, and Spanish children/teen books.
2. Prepare, plan, schedule and present children and teen programming.
3. Decorate the Children and Teen Areas to promote programming.
4. Work with the support of the Communications Coordinator to publicize events.
5. Plan the juvenile and teen Summer Reading Program and coordinate with other staff as necessary, soliciting prizes and coordinating appropriate programs.
6. Create and maintain good working relationships with the schools served by the Library.
7. Coordinates, alongside the Communications and Adult Programmer Coordinators, – Trunk or Treat, Fall Fest, Christmas in Silvis, Family Reading Night, Silvis Schools' Book Sale, and others.
8. Participates in relevant training, continuing education and/or professional development.
9. Participates in all responsibilities associated with the Circulation Clerk position.
10. Performs other duties as assigned.

PHYSICAL REQUIREMENTS

1. Frequent sitting, standing, walking.
2. May lift 35 lbs., bending, stooping, climbing, pushing, pulling, reaching, handling, and fine manipulation skills.
3. Vision: near, far; color.