

## Library Clerk – Youth Service’s Coordinator

**Job 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.

**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 and teen collections including print materials, e-materials, audiobooks, Wonderbooks, Leap Pads, and Spanish children/teen books.
3. Prepare, plan, schedule and present, if needed, children and teen programming.
4. Plan the juvenile and teen Summer Reading Program and coordinate with other staff as necessary, soliciting prizes and coordinating appropriate programs.
5. Work with the support of the Assistant Director to publicize events.
6. Decorate and prepare display cabinet in a timely manner to promote children and teen 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 Adult Coordinator, Assistant Director, Library Director and/or Friends group.

### Knowledge, Skills and Abilities

1. Ability to work with children/teens 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 childcare or education
2. Experience working with teens and young adults
3. Some clerical work experience, use of computers
4. Customer service experience, preferably in a library setting

Board Approved 11-13-2017  
July 12, 2021

Bilingual English / Spanish preferred.