

GARLAND COUNTY LIBRARY
Position Description
JOB TITLE: Youth Programs Coordinator

Exempt(Y/N): No

DEPARTMENT: County Library

DATE PREPARED: December 2021

SUPERVISOR: Youth Services Librarians

SUMMARY:

Under the close direction of the Youth Services Librarians, the Youth Programs Coordinator performs specialized library tasks with a focus on children and teens. This person is responsible for providing educational and entertaining programming to children and teenagers. The incumbent assists in offering varied services to library patrons to increase, promote, and ensure efficient library operations. This individual has extensive contact with all ages requiring excellent customer service and communication skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Offers age-appropriate children's and teen programming for in-house, virtual, and outreach audiences to include seasonal reading and literacy programs, storytimes, puppet shows, craft classes, author visits, movie/video presentations, etc.
2. Provides assistance to patrons by registering borrowers and circulating library materials in all available formats.
3. Answers inquiries of a non-professional nature using the telephone, online resources, and in-person interactions. Refers patrons requiring more information to the appropriate office or staff member.
4. Provides basic assistance to readers in the use of card catalogs, computerized equipment, library apps, e-resources/readers, and other devices.
5. Operates and troubleshoots minor problems with office equipment, computer and peripheral equipment, audio-visual equipment, e-resources/readers, and similar devices. Offers instruction to the public in the proper use of this equipment.
6. Maintains records and files in an accurate and proficient manner.
7. Performs word processing and compiles data for various statistical reports using computer programs and equipment.

8. Registers borrowers, performs typing, and compiles data for various statistical reports using computer programs and equipment.
9. Inspects returned materials for damage, and computes, generates, and receives damaged or lost fees as needed.
10. Assists with maintenance of youth collections, including some processing and basic mending.
11. Sorts and shelves library materials and resources.
12. Locates, reserves, retrieves, and delivers library materials in all formats for library patrons and staff.
13. Explains and carries out library policies and procedures to patrons, staff members, and volunteers.
14. Provides routine informational and reader advisory services.
15. Oversees part-time or volunteer staff in the Youth Services Department as needed or in the absence of a senior supervisor.
16. Assists patrons in signing up and participating in reading programs and activities.
17. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above and below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Graduation from High School or GED; some college preferred, but not required; and minimum six (6) months previous work experience performing clerical and/or public service duties. Experience working with children or youth is strongly preferred. Previous experience in library and/or children's educational services preferred. Students currently enrolled in high school studies may secure part-time positions.

OTHER SKILLS and ABILITIES:

The person in this position must possess the ability to communicate effectively both orally and in writing and possess excellent interpersonal skills. Must possess the ability and enthusiasm to plan, prepare, present, and evaluate engaging programs for children and teenagers. The incumbent must possess the ability to type with above-average results, have general computer knowledge, possess the ability to interpret library manuals, operate audiovisual equipment, and have general knowledge of decimal numbers and their construction. The person in this position must be able to establish and maintain a good working relationship with other employees, the public, and other external groups or organizations, including schools, preschools, and child care centers. Flexibility and a healthy and appropriate sense of humor are a must. This person should possess the ability to focus on repetitive and varied detail-oriented work. Should also be highly organized and able to multitask effectively. Should also be able to adhere to all attendance and punctuality standards. Should be a self-starter and able to work with little to no supervision. Must hold a valid driver's license, be able to drive, and have access to reliable transportation. Must pass a mandatory background check.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel objects, reach with hands and arms; climb or balance on a step stool or ladder; stoop or crouch, and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds and possess the ability to move/push wheeled book carts with heavy loads.

Specific visual abilities required by this job include close vision, color vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the workplace is often quiet, but the fast-paced, public service-oriented environment may be considered moderately stressful.