

Youth Services Coordinator

_____ (Name) Hire date: _____
Supervisor: Library Director

Summary: Serves as the Coordinator of Youth Services for a public library with a service population of under 5000. Bachelor's Degree required; MLS or comparable combination of education and experience in working with youth ages birth-age 18. Works 32 hours a week, possibly including nights and occasional Saturdays.

MAJOR RESPONSIBILITIES AND PERFORMANCE GUIDELINES

- A. Plans, promotes and conducts structured preschool storytimes for children
 - 1. Engages children in school readiness activities with emphasis on value of child's activities
 - 2. Keeps parents informed through daily contact and monthly newsletter of child's activities
 - 3. Actively encourages children/parents to check out materials from library
 - 4. Prepares monthly report for Director/Board of Trustees and assists with quarterly report for Division for Youth.
 - 5. Selects and purchases all materials for preschool. Maintains storyhour room + children's wing of the library.
- B. Collection Management
 - 1. Selects appropriate materials – print and nonprint, circulating and reference, fiction and nonfiction for youth from preschool through high school age, using standard public library review sources.
 - 2. Adds gift materials using the same standards as purchased materials.
 - 3. Deselects (weeds) same.
 - 4. Previews new material when it arrives so it is processed appropriately.
 - 5. Displays materials in manner to attract readers
- C. Encourages, plans, and conducts visits to the library by outside groups such as public school classrooms, Head Start, UPK, Scouts, etc.
- D. Works cooperatively with public school personnel, serving as liaison between public library and public school.
- E. Plans and prepares and promotes activities to encourage library use by school age children
 - 1. Conducts Summer Reading program
 - 2. Conducts after school storyhours and activities
 - 3...Plans and publicizes public performance children's programs such as magic shows, etc.
 - 4. Coordinates occasional Saturday morning activities for children, including the monthly American Girl program, encouraging parents to be involved with programming for their children
 - 5. Plans and prepares attractive wall and book displays

6. Provides homework support for youth of all ages
 - a. Is available to assist students directly, and trains other library staff how to assist students with print and nonprint resources.
 - b. Gives consideration to school projects or requests when selecting materials.
 - c. Is knowledgeable about electronic as well as print resources.
7. Coordinates and supervises work of others involved in children's services including student volunteers and pages.
8. Attends appropriate workshops and conferences offered by Southern Tier Library System, NY Library Association, NY Association of Early Childhood Education, etc.
9. Takes turn staffing circulating desk, performing all tasks of Library Assistant.
10. Performs other work as required, possibly including but not limited to the following:
 - a. Assists with grant writing efforts
 - b. Plans and implements library programs for youth
 - i. Secures funding (grants, Friends, or other)
 - ii. Schedules and contracts with performers
 - iii. Publicizes (posters, flyers, press releases)
 - iv. Arranges facility
 - v. Hosts programs
 - c. Periodically submits articles & publicity to local newspapers and social media
 - d. Arranges for aquarium maintenance

Approved by Cuba Circulating Library Board of Trustees March 1999

Approved by Personnel Committee 10/27/2006

Amended and approved by the Board of Trustees 06/13/2011