

**Position: Youth Services Librarian/Coordinator, Non-exempt**

**Reports to: Director**

**Status: Non-exempt, Part-time (15-20 hours), includes evening and weekends**

**Pay Rate: \$16.50 - \$20 per hour**

### **Definition**

Under supervision of the Library Director, the Youth Services Librarian/Coordinator's primary responsibilities are to plan, advertise, implement and evaluate programs for preschool through high school age patrons and provide exemplary customer service. Additionally, the Youth Services Librarian/ Coordinator is responsible for working at the circulation desk. Other duties may be assigned to insure smooth operation of library procedures. This position will include day, evening, and weekend hours. Hours will be determined by program needs.

### **Essential Functions**

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### **Youth Services**

- Plans, implements, and evaluates weekly and monthly youth (0-18 years of ages) library programs and services which fulfill the diverse educational, recreational and personal needs of local youth;
- Responsible for planning Summer Reading Club programs for children ages preschool through teens;
- Develops and implements STEAMs activities;
- Creates a welcoming, pleasing, creative, vibrant, and dynamic space for children, parents, teachers, and caregivers;
- Instructs teens and caregivers in information gathering, research skills and digital literacy skills;
- Leverages community experts, coaches and mentors for services and programs in order to meet teen need and interests;
- Assist with creating attractive displays to encourage reading for youth and teens;
- Suggest material for the NTAL's collection aimed at the specific interests and needs of the youth in the community;
- Provides prompt, courteous and direct assistance to all patrons with basic information regarding use of library materials, equipment, and services;

### **Circulation**

- Performs all aspects of opening and closing library and circulation desk;
- Checks library material in and out.

- Shelves, reads and straightens books and other circulating materials as necessary;
- Answers incoming phone calls; makes referrals or takes messages as appropriate;
- Maintains a working knowledge of all circulating equipment and instructs borrowers on usage as necessary;
- Assists public in use of patron computers, printer and copier;

#### **General**

- Maintains a working knowledge of NTAL's policies and procedures;
- Performs other duties as assigned;

#### **Supervision Received**

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Technical and policy problems or changes in procedures are discussed with Assistant Director.

#### **Accountability**

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions.

#### **Judgement**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of professional principles, policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

#### **Nature and Purpose of Contacts**

Has regular contact with co-workers, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation. Courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

**Confidentiality**

Employee has access to sensitive and confidential and privacy information in the performance of their duties.

**Education and Experience**

Minimum requirement a Bachelor's Degree in Education or a related field (Preferred Master's Degree in Library Science from an American Library Association accredited university) and a minimum of three years of library experience specializing in youth services or any equivalent combination of education and experience.

**Knowledge, Ability, and Skills**

**Knowledge:** Knowledge of library practices and procedures; knowledge of the community, services, and department operations; knowledge of relevant technology.

**Abilities:** Ability to communicate effectively with others, orally and in writing, including through email; ability to work effectively under constant deadlines; ability to recognize and set priorities and to use initiative and independent judgement in a variety of situations.

**Skills:** Technology skills with computer systems and software including Microsoft Office, oral and written communication and customer service skills. Must have skills in interpersonal relations and written, verbal and online communication.

**Work Environment**

The work environment involves everyday discomforts of a typical library. Noise and disruptive behavior of patrons may be distracting. Incumbent may be required to work beyond normal business hours to attend special programs.

**Physical, Motor, and Visual Skills****Physical Skills**

Physical demands are required to perform much of the work. The work involves periods of standing, with intermittent periods of reaching, stooping, and walking. May be required to lift or move objects such as book bins, boxes of books, office supplies, and equipment weighing up to 40 pounds.

**Motor Skills**

Duties are both physical and mental. The job requires motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

**Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes and viewing a computer monitor.