

Job Description, Youth Services Coordinator

The Youth Services Coordinator is responsible to the Library Director for the day-to-day management of the youth collection and services for school-aged patrons to age 18, and will also work with adult patrons as needed. The Youth Services Coordinator's responsibilities include, but are not limited to the following:

- A. Provides a welcoming atmosphere for patrons while assisting them in meeting their library needs, both print and computer-related.
 - a. Circulation: checks books in and out, places holds and notifies patrons of waiting items, adds new patrons, shelves books and checks accuracy of volunteers' shelving, periodically shelf reads to maintain accuracy. Is conscientious about library users' right to privacy and confidentiality in accordance with library policy.
 - b. Inter-Library Loan: locates items for inter-library loan, places inter-library loan requests, monitors inter-library loan record and renews items as needed, logs inter-library loan transactions.
 - c. Reference: answers telephone, answers reference questions, helps patrons find material and resources, provides readers' advisory, assists patrons with use of databases provided on the Maine Digital Library.
 - d. Computers: assists patrons with computer questions, oversees queue for computer use, performs basic troubleshooting of computers and printer as needed, receives money for copies and printouts.
- B. Plans, organizes and directs a balanced program of library services and activities to serve the young people of this community, operating within an established budget. Programs may include, but will not be limited to, book clubs, summer reading programs, programs with Harrison Rec.
- C. Develops and maintains the youth collection, operating within the established budget.
 - a. Purchases new materials for the youth collection.
 - b. Performs minor book repairs, processes new items for circulation, keeps New Shelves current. Creates displays according to season or current events. Weeds and withdraws items, assists with inventory.
- D. Utilizes the library's automation system as well as other general software applications (for example: word processing, spreadsheet, email, etc.).
- E. Helps maintain the library's social media with items of interest to youth services users.
- F. Represents the library before community, civic and other groups regarding the objectives and activities of the library's youth services.
- G. Collaborates with schools and local organizations to promote library and literacy initiatives.
- H. Affiliates with local and state organizations representing the library's youth services interests.
- I. Will complete at least 15 hours annually of relevant professional development.
- J. Will maintain yearly record of vacation and sick time, including any time accrued. Will also maintain yearly record of professional development time and monies spent.

- K. In the absence of the Director, takes on the Director's hours, assumes responsibility for the library, oversees performance of volunteers and substitutes.

Expectations:

--Has excellent customer service and communication skills and demonstrates courtesy in all interactions with patrons and other staff members. Is self-directed and able to problem-solve and work in a busy environment. Is adaptable and flexible and has a positive attitude.

--Dresses and behaves in a professional manner. If the Youth Services Coordinator does not have a library science degree, he or she will complete the Maine State Library's basic certification course. Is aware of common library practice, current trends in librarianship, and our library's policies and procedures. Is aware of what's happening in other local libraries; subscribes to MELIBS and the Youth Services List, and regularly reads professional journals, books, and blogs. Attends professional development workshops and webinars as opportunity allows.

--Due to the physical nature of this job, the Youth Services Coordinator must be able to stand for long periods of time, bend, lift heavy items, push a book cart, climb a ladder, and perform other job-related tasks. The Youth Services Coordinator must also possess sufficient manual dexterity and vision to operate a mouse and keyboard, and other job-specific tasks.