

Eccles-Lesher Memorial Library
Job Description for Children's Services Coordinator

REPORTS TO: Library Director

POSITION TITLE: Children's Services Coordinator

MINIMUM QUALIFICATIONS: High School Diploma or Equivalent, Some College Preferred, Clearances Required

HOURS: This is a part-time position of 25 hours per week (\$13/Hr)

Summary: This position will focus primarily on working directly with children and their families. It is important that the person with this title genuinely likes children and teens, is comfortable with them, and enjoys serving them. It is imperative that the person in this position likes and knows children's and juvenile literature. This is a highly visible and responsible position. Above all, the person in this position should present a positive image of the library, making all people feel welcome and accepted. This position cooperates with other staff members to meet the needs of the public, community, and the library.

Children's Services Coordinator Primary Duties include:

Coordinate, plan, and administer engaging library programs and events, both in-person and online, that advance the library's mission, vision, values, and strategic priorities, to include the following:

- Plans and delivers Storytime for young children, including babies, toddlers and preschoolers
- Plans and delivers programming for all school-aged children and youth, including teens (ex. Summer Reading, StoryWalk®)
- Liaises with local schools to provide library tours for children
- Plans and delivers outreach events within the community with a focus on preschools and daycares
- Aid in juvenile collection development. Compile lists of book suggestions to order.
- Decorating the library for seasons and holidays, change bulletin boards, display cases.
- Meeting with the Director to agree on all programs to be held
- Notifying the Director of program materials needed and the cost
- Accurately records statistics from programs
- Available to work a flexible schedule that includes evenings and weekends
- Exploring initiatives for promoting early childhood literacy
- Assists in seeking out, writing, and implementing grants
- Other duties, as directed by the Library Director

The **Children's Services Coordinator** will also be expected to perform the following general duties that are shared by all library employees to ensure a seamless experience for our patrons:

- Communicates and applies library policies and procedures; addresses and resolves patron issues
- Assists the public in the use of the library and its services
- Assists in circulation of library materials using our I.L.S. (integrated library system – currently TLC)
- Shelves library materials and items
- Assists in keeping the library in neat order
- Registers new patrons and updates records for existing patrons
- Networks/cooperates with community agencies at the direction of the Library Director
- Spreads awareness of library programs and services, and is an ambassador for the library in our community
- Any other duties as required for the good of the library

Qualifications

- Completion of any post-secondary credits is an asset
- Advanced computer literacy with ability to troubleshoot in a variety of operating system environments across multiple platforms
- Knowledge of and experience with popular platforms and social media for streaming and building community, such as YouTube, Twitch, and/or Discord, Instagram and Facebook, etc.
- Knowledge of and experience with using mobile devices, and other emerging technologies for libraries
- Ability to deal with the public, staff, and volunteers in a tactful and courteous manner
- Experience working with children and have considerable knowledge of the needs and abilities of children
- Ability to work independently or as part of a team, and a commitment to teamwork, as well as the ability to take direction when required
- Excellent oral and written communication skills, English grammar and spelling
- Problem-solving abilities
- Qualities such as creativity, open-mindedness, and a positive energy are an asset

Physical Requirements

- Moving library furniture to accommodate seating
- Arranging chairs and tables for performances
- Bending/twisting and reaching
- Lifting and carrying: 50 pounds or less
- Handling, processing, picking up and shelving books
- Pushing and pulling objects weighing 60-80 pounds, on wheels
- Sitting, standing, walking, climbing and stooping
- Talking and hearing; use of the telephone and personal computer
- Driving with a valid driver's license