

Job Description

Youth Services Coordinator

Under the supervision of the Library Director, the Youth Services Coordinator (YSC) provides leadership, vision, and direction for library services to children and teens from birth through high school. The YSC oversees youth collection development, plans and implements engaging literacy-based programming, supervises youth services staff, and develops community partnerships that promote reading and lifelong library use.

As a member of the management team, the YSC contributes to overall library planning, policy development, and strategic initiatives, supporting the library's mission to read, discover, connect, and enrich the community.

Essential Duties & Responsibilities

Leadership & Management

1. Serve as a member of the library's management team and participate in policy development and long-range planning.
2. Supervise youth services staff, including assigning duties, providing written and oral instruction, evaluating performance, and ensuring conformance with library policies and procedures.
3. Assist staff in performing duties and respond to questions, errors, and complaints.
4. Foster a collaborative, positive team environment that models excellent customer service.
5. Represents and promotes the library in professional organizations and community forums, advocating for youth services and public library initiatives at the local, state, and national levels.

Collection Development & Management

1. Exercise primary responsibility for the development, maintenance, and evaluation of collections for children and young adults, including print, audiovisual, and electronic resources.
2. Ensure materials are inclusive, developmentally appropriate, responsive to community demographics, and reflective of diverse voices and lived experiences.
3. Select, evaluate, and weed materials in consultation with library collection guidelines.
4. Maintain departmental budgets for youth collections and programming.

Programming & Early Literacy Services

1. Develop, coordinate, present, and evaluate a wide range of programs for youth from birth through high school, including early literacy programs, summer reading initiatives, school-age clubs, and teen engagement activities.
2. Ensure programs reflect current literacy research and align with community needs and interests.

3. Create and maintain interactive spaces and activities in the Youth Department.
4. Design and assemble engaging displays to promote youth materials and services.

Outreach & Community Engagement

1. Develop and maintain partnerships with schools, daycare providers, community organizations, and agencies serving youth and families.
2. Conduct library tours, classroom visits, and outreach programming.
3. Represent the library at community events and professional meetings.
4. Assist with and oversee initiatives that promote early literacy and lifelong reading within the broader community.

Public Service & Youth Reference

1. Provide direct service to patrons of all ages by answering questions, assisting with material selection, and offering reader's advisory services.
2. Supervise activities in the Youth Department to ensure a welcoming and safe environment.
3. Staff public service desks as scheduled and assist patrons with library accounts, digital resources, and public technology.
4. Support digital literacy by assisting patrons with e-books, databases, apps, computers, printers, scanners, and related technologies.

Marketing & Promotion

1. Assist in publicizing youth programs and services through press releases, newsletter articles, flyers, social media, videos, web marketing and community outreach.
2. Represent the library in local media, including radio and television appearances as needed.

Peripheral Duties

1. Provide light clerical and organizational support within the Youth Department (e.g., shelving, straightening materials, light mending, maintaining toys and equipment).
2. Serve on library or city committees as assigned.
3. Perform other duties as assigned.

Minimum Qualifications

1. Bachelor's degree required; Undergraduate degree in an education related field and a Master's degree in Library and Information Science (MLIS) preferred.

2. Training and/or experience working with children and teens required.
3. Previous public library experience, particularly in youth services, preferred.
4. Demonstrated knowledge of children's and young adult literature.
5. Strong organizational, supervisory, and leadership skills.
6. Excellent communication and interpersonal skills.
7. Ability to develop and manage budgets.
8. Proficiency with research tools, online databases, and public-use technology.
9. Ability to establish and maintain effective working relationships with staff, community partners, and the public.
10. Commitment to promoting literacy, inclusion, and lifelong learning.
11. Ability to analyze community data and adjust services accordingly.
12. Experience with grant writing or securing outside funding preferred.
13. Knowledge of early literacy research and youth development frameworks preferred.

Tools and Equipment Used

Library software including the public and staff versions of the library catalog, the internet, personal computers and printers, word processing and spreadsheet software, calculator, copy and fax machines, microform readers, photocopiers and the telephone.

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 frequently required to walk, sit, talk with clarity, and hear accurately. The employee is frequently required to use hands to operate and use objects, and tools including computers and library related items and to reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and or move up to 50 pounds and be able to push a fully loaded book cart. Specific vision abilities required by this job include the ability to read fine print, close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

Selection Guidelines

Formal application, rating of education and experience, oral interview, reference check and job-related tests might be required. The duties listed above are intended only as illustrations of the various types 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and the requirements of the job change.