



## POSITION AVAILABLE: Youth Services Coordinator

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**Job Title:** Youth Services Coordinator

**Status:** Full-Time

**Pay Rate:** \$35,000 to \$40,000 (salary commensurate with experience)

**Hours per week:** 38 or as needed based on business needs

**Position Close Date:** July 2, 2021

**Benefits:** The Library offers a competitive benefits package to regular, full time employees that includes: Blue Cross Blue Shield Health Benefits; Dental Care; Vision Care; Vacation, Personal and Holiday leave; and MERS Defined Contribution Plan.

**To apply:** Please submit a resume and cover letter to the director, Jackie Skinner, at [jskinner@otsego.org](mailto:j Skinner@otsego.org).

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The Youth Services Coordinator must be creative and enthusiastic, with knowledge of child and youth development and literature. This person develops, prepares, promotes and implements an annual plan of programs and services to meet the specific needs of school age children and teens in order to encourage lifelong library use. The Youth Services Coordinator participates in short- and long-range planning, continually seeks and finds ways to promote increased use of library materials, and establishes and maintains a high standard of library services for school age children and teens.

### Duties and Responsibilities

- Plans, organizes and conducts library services and programs for all library users, ages 0 to 18, including outreach programming to area schools, daycare centers, and Head Start programs.
- Advises the library director regarding policies and procedures that pertain to children and teen services; writes reports, recommendations and procedures; implements decisions.
- Develops, selects, maintains and weeds all children and teen collections.
- Participates in library planning, making policy and serves as supervisor in the absence of the director.
- Assists patrons with ready-reference, technology assistance and reader's advisory at the Children's Desk.
- Assists in library technology planning, implementation and management.
- Provides backup assistance at the service desks.
- Manages a budget for materials, programs, continuing education and supplies.
- Confers with community groups in an advisory capacity.
- Conducts library tours, presents programs to local groups and performs other outreach activities for library users.
- Promotes library services through flyers, news releases and other types of publicity.
- Updates and posts announcements to social media, the library website and digital displays.
- Carries out library policies and procedures.

- Compiles statistical information on children's services.
- Performs other duties as assigned.

### **Working Conditions**

Physical Requirements: The job requires the employee to constantly stand, twist/turn, maintain flexibility, hear, listen, see, and speak clearly; frequently stoop/bend and walk; perform manual dexterity movements; sit, kneel, crawl, and balance. The job also requires the employee to frequently lift and carry 10-25 lbs; occasionally lift and carry 50 or more pounds while twisting and turning; reach at, above, and below shoulder height; grasp objects weighing 10-25 lbs.; push and pull objects weighing 50 lbs.

Work Environment: The job requires the employee to be subjected to repetition, working with community partners, working alone, working away from the library, working around others, verbal contact with others, face-to-face contact, noise, inside and outside environments, mechanical equipment, and moving parts.

Expected Hours of Work: The job requires the employee to work a varied schedule, including days, evenings, and weekends (Saturday and Sunday). Position schedule is subject to change at any time at the discretion of management.

Expected Travel: The job requires some travel between branch libraries, for training and conference activities, and attendance at community and business events.

### **Minimum Qualifications**

Knowledge, Skills, and Abilities:

- Ability to perform reference work and materials selection.
- Ability to plan, organize and carry out a program of library services for children.
- Strong interpersonal skills and the ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
- Ability to maintain confidentiality of library user information.
- Ability to use computer software and manage computer technology.
- Ability to work independently, organize and prioritize work, respond to varied/changing work demand and make decisions as required.
- Advanced knowledge and understanding of basic library principles, procedures, technology, goals and philosophy of services.
- Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.

Experience: 1-3 years professional library experience.

Education: Master's in Library Science or Master's in Library Information Science from an American Library Association (ALA) accredited institution (enrolled or completed) or equivalent experience.

Training, Licenses, or Certifications: Valid Michigan driver's license in good standing.

Supervisory Responsibility: Accepts and directs the work of volunteers. Assumes supervisory responsibilities when assigned.

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\*\*Disclaimers: The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. Otsego County Library is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, age, or disability.