



JOB ANNOUNCEMENT

POSITION INFORMATION

Title:	Youth Services Program Coordinator	Supervisor:	Library Manager
Location:	Collinsville Community Library	Classification:	Part-Time/non-exempt
Schedule:	Mon. 9 am-12 pm; Wed. 8 am- 4 pm & Thurs. 1:30 pm – 6 pm Occasional evenings and Saturdays as required.	Hours:	16-19 hours/week

GENERAL DESCRIPTION

The Youth Services Coordinator is responsible for the Youth Services area and age appropriate programming, including utilizing PA Early Learning Guide and PA Forward 5 Literacies Information, and encompasses the management and implementation of youth collection development.

EDUCATION & EXPERIENCE REQUIREMENTS

- Candidate must have a Bachelor's degree in Library Science, Education, or related field from an accredited university.
- Experience coordinating, and/or presenting youth programming is required.
- Candidate must have current Child Abuse clearance; PA Criminal History; FBI fingerprint based record check; and Mandated Reporter Training certificate.

GENERAL REQUIREMENTS

Candidate must enjoy being a team player and providing excellent customer service and programming to children and teens. This position requires someone who has excellent communication skills and who is truly enthusiastic about helping others. The candidate must have the ability to effectively coordinate volunteers and staff members. It is important that the candidate be dependable, a self-starter, and multi-tasker. Strong computer skills and the ability to use social media to market events.

PHYSICAL REQUIREMENTS

- Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
- Must be able to push/pull carts weighing up to 120 pounds.
- Must be able to reach, lift, and stretch throughout the work day.
- Must be able to stand and/or walk up to four (4) hours at a time.

DUTIES AND RESPONSIBILITIES

- Develop, implement, and publicize programs for children and teens
- Visit schools and organizations to build relationships and perform programming, particularly SummerQuest and GOAL activities
- Perform collection development duties for the Children's and Young Adult collection
- Maintain knowledge of current Youth Services trends
- Communicate and enforce library policies to staff, patrons, and volunteers
- Perform customer service tasks at desks, including using the Integrated Library System
- Attend and participate in county-wide Youth Services meetings and continuing education classes
- Work with staff to identify opportunities for improving services and meeting the changing needs of patrons
- Perform additional duties and special projects, as directed by Manager

ADDITIONAL INFORMATION

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
 - Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
 - Federal Criminal History Record
 - <https://uenroll.identogo.com/>
 - Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>
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