

JOB ANNOUNCEMENT

Title: Youth Services Coordinator

Location: Kaltreider-Benfer Library, Red Lion, PA

Supervisor: Director, Kaltreider-Benfer Library

Individuals Supervised: Teen volunteers & Summer assistants

Classification: Full Time 40 hrs. Per week

Work Schedule: To be determined. Will require At least one evening a week and one Saturday a month.

Specific Education and Experience Requirements:

College Degree preferred. Prior experience working effectively with children and coordinating and presenting programs for children and youth is essential. Good Computer, social media, and Internet skills needed. Required to have a valid driver's license and own personal transportation.

General and Physical Requirements:

Must be a team player, a self-starter, and feel comfortable handling a variety of tasks including interacting with staff, volunteers and the public. Willingness to adapt to changes in the workplace as needed. Requires enthusiasm, a high regard for children and teens and a genuine commitment to customer service. Experience with children's literature, storytelling and library skills a plus. Candidates must be reliable and have a professional demeanor. Strong computer skills and the ability to use social media to market events is vital. Requires physical agility and strength to bend, reach, lift, push and carry library materials (20 to 25 lbs).

Duties and Responsibilities:

- 1) Plans, markets, and implements weekly story times for infants, toddlers and preschoolers, as well as special programs for children and youth and the annual Summer Reading Program.
- 2) Visits schools and organizations to build relationships and to promote county-wide library programs including but not limited to the annual Summer Reading Program.
- 3) Facilitates library tours for preschools, school classes, scout troops, and other community organizations.
- 4) Recruits and trains teen volunteers and adult volunteers for special programs.
- 5) Participates in reader's advisory and reference help for patrons of all ages.
- 6) Performs duties related to checking in and checking out library materials. This may include using an item scanner, the card catalogue database and other equipment as needed.
- 7) Assists patrons with locating library materials by using the computer catalog.
- 8) Informs patrons of Library policies and rules and enforces these.
- 9) Promotes and markets library programs and events through social media and in house methods.
- 10) Participates in training, library committees and meetings as needed.
- 11) Performs other duties as assigned by the Library Director.

If you are interested in this position please email a resume and letter of interest to Don Dellinger at ddellinger@yorklibraries.org. Kaltreider-Benfer Library is an Equal Opportunity Employer (EOE). All employees of the library are required to obtain a Child Abuse History Clearance and a Criminal Record Check

Last Revision: 08/30/23