

Carthage Public Library District
Job Description
Youth Program Coordinator

In most cases, this individual must also perform duties of Circulation Assistant

Primary Function:

Plan, promote, and conduct quality programs for children of all ages (0-18) and their families, which promote literacy, learning, and library use. Provide excellent customer service, assisting patrons (especially those attending your programs) with all circulation functions, reference inquiries, readers' advisory, and use of computers, copier, and fax machine.

Education / Experience Requirements: High school diploma or equivalent preferred. Experience with children and planning programs and events required. Experience with customer service, libraries, or marketing is a plus. Basic computer skills required, advanced computer skills preferred.

Physical Requirements: Regularly required to stand, walk, sit, bend, stoop, crouch, reach, climb, push and pull. Lift materials up to 30 pounds. Vision and hearing at or correctable to "normal ranges."

General Requirements:

- Reliability – coming to work on time, as scheduled. Give adequate notice to request time off.
- Ability to work pleasantly and effectively with staff, patrons, and the community.
- Ability to develop a good rapport with children and youth of all ages and their families.
- Ability to work independently.
- Ability to work accurately in a changing and varied environment, and with frequent interruptions.
- Ability to prioritize tasks and cope with multiple events at various stages of planning.
- Commitment to providing high-quality, age-appropriate programs.
- Ability to recognize own limitations and to be realistic about the number of programs and projects that can be conducted during a given time period.
- Dedication to honoring commitments and following each project through to completion.
- Willingness to ask for assistance as needed.
- Ability to communicate clearly, both orally and in writing. Ability to prepare written materials with correct grammar, spelling, and punctuation.
- Ability to operate a computer and use Microsoft Office products. Ability to create flyers, learn to edit the library's website, and create events and posts for social media.
- Ability, to learn to use library circulation software, and to use office equipment such as printers, a copier, and a fax machine.
- Ability to follow library policies and procedures.
- Ability to work with alphabetical and numerical (decimal) systems.
- Ability to handle money responsibly, and work within a budget.

Key Functions and Duties:

- Be an advocate for the Library. Promote reading, family literacy, and the library throughout the community.
- Develop and maintain a cooperative relationship with the schools, preschools, daycares, Early Beginnings, PACT Headstart, and other agencies.
- Apply for grants that may be available for programming or Juvenile books. (LBSS grant for books on the statewide reading lists, IL Arts Council Grants, Tracy Family Foundation grants, grants from State Library, etc.), and follow through on grant activities, requirements, and reporting.
- Schedule, plan, publicize, and implement age-appropriate programs for children, young adults, and families to promote literacy and life-long learning. [See separate list of programs.]
- When scheduling programs, consider what is most convenient for the participants as well as your schedule. Check the library's calendar and community/school calendars.
- Schedule programs in advance to allow sufficient time for publicizing.
- Market and publicize programs using a variety of media including: press releases for the newspaper and radio, flyers to distribute through the schools and to hang up around town, and on-line publicity (Chamber of Commerce's calendar of events, Library's webpage and calendar of events, and Social Media.) Photos taken during events are also posted.
- Plan and implement a Summer Reading Program with activity sessions and reading logs for all ages.
- Supervise children and youth during programs, establishing and appropriately enforcing rules for acceptable behavior.
- Purchase materials, supplies, snacks, etc. needed for the programs, keeping budgetary limits in mind. Charge to library or turn in receipts for reimbursement.
- Use library resources wisely, with limited waste.
- Maintain files of permission slips, parent contact information, allergy alerts, etc.
- Keep accurate records. Collect and retain statistics needed for annual report and grant projects (number of programs offered, attendance figures, new families, evaluation forms, reading log participants, etc.)
- Monitor the Library youth email and social media accounts, and respond to patrons and other queries appropriately.
- Create bulletin boards, window displays, and book displays to promote library programs and reading. (Or ask other staff members to do so.)
- Select and check out multiple age-appropriate books to use and display during programs. Work with ILLoan staff to borrow additional books as needed.
- Read to students in the schools, PACT, and Daycares as requested.
- Register for, participate in, and promote the state-wide reading programs: Monarch, Bluestem, Rebecca Caudill, Abraham Lincoln, Read for a Lifetime. Visit classes, or invite classes to the Library, to promote with booktalks. Assist with the Rebecca Caudill Battle of the Books contest at the Middle School, and Bluestem Battle of the Books for 4th grade.
- Participate in Carthage Middle School Inklings book discussion group, and the Illini West High School book group. Work with ILLoan staff to obtain copies of the books for the students.
- Consult with the director to purchase books for our Juvenile and Young Adult collections, keeping budgetary limits in mind.

- Help to maintain order in the Easy, Juvenile, and Young Adult sections.
- Learn technology skills needed to incorporate coding, making videos, and other STEM activities into the teen programs.
- Keep up-to-date on best practices for early childhood programs and programs for other age groups. Seek free resources available to help with planning programs. Take advantage of on-line forums and blogs to learn and share ideas with other youth services librarians.
- Seek resources for free continuing education opportunities to learn information or skills to enhance job performance. Listen to relevant webinars and on-line meetings. Attend continuing education workshops or conferences (as approved by director).
- Keep the programming rooms tidy. Clean and sanitize tables, chairs, toys, and equipment. Organize and maintain craft supplies. Maintain files of story hour and craft ideas, etc.
- Other duties as assigned.

Circulation Duties and Other Basic Library Tasks

- Provide excellent customer service & maintain cordial relations with patrons. Assist patrons at the circulation desk, throughout the library, and via telephone.
- Perform all the various functions of the circulation system (charging, discharging, renewing, paying fines & bills, placing holds, registering new patrons, etc.).
- Provide Reader's Advisory services and help patrons locate books.
- Supervise and assist patrons using the computers and i-pads. Answer questions and help with printing, scanning, and other tasks.
- Assist patrons in the use of our website, card catalog, and on-line databases, and provide assistance with e-readers.
- Send and receive Fax messages, make photocopies, scan documents, use our laminator, use the microfilm reader.
- Answer reference questions, including genealogical queries, using reliable sources and information.
- Explain and enforce library policies as needed.
- Open & close the Library, following procedures.
- Keep accurate records of money received for fines or services.
- Maintain statistical records of reference questions, computer usage, etc.
- Shelve library materials accurately and maintain order on the shelves.
- Shift books on shelves as needed.
- Hang newspapers.
- Print pick lists, pull items from shelves, and trap holds.
- Call patrons to notify them of available holds.
- Monitor library email, and check the answering machine for messages.
- Clean & sanitize phones, headphones, keyboards, and mice.
- Maintain a neat work area.

Other Expectations

- Ask for clarification of instructions, goals, and timelines as needed.
- Consult with director and other staff before initiating a new project or program or proposing significant changes.
- Communicate with coworkers to keep them informed of programs and events, and any duties they will have in connection with these programs.

- Use correct spelling and grammar when preparing Library displays, promotional materials, press releases, and social media posts. Proofread documents and check for accuracy before copying or posting.
- Adhere to the Employee Guidelines document which explains rules and policies for:
 - Parking
 - Dress code
 - Name tags
 - Absences & Tardiness
 - Use of library equipment and supplies
 - Spending work time only on work tasks
 - Circulation privileges