

**White Lake Community Library  
Youth Program Coordinator  
2019**

**Summary**

Participates in the operation of the community library, with particular emphasis on customer service, and juvenile/teen programming services.

**Supervision Received**

Work performed is under the direction of the library director.

**Supervision Exercised**

Directs library aides when performing duties related to the juvenile/teen programming. Supervision is coordinated with the assistant director. Supervises teen volunteers working in this area of the library.

**Responsibilities and Essential Duties**

An employee in this position may be called upon to do any or all of the following duties:

**Customer Service:**

1. Assists patrons with circulation tasks in person and over the phone, including placing interlibrary loans, registering patrons, providing reader's advisory services and assisting with the use of the online catalog and databases.
2. Assists patrons with the use of public computers and provides troubleshooting assistance.
3. Performs general tasks associated with opening and closing the library and processing interlibrary loan materials.
4. Provides occasional assistance with book sales and with training new volunteers.
5. Plans and coordinates all school and group visits and tours, and library instruction for juvenile and teen patrons.
6. Performs related work as required.

**Juvenile/Teen Programming:**

1. Plans, prepares and presents in-house and outreach library programs in conjunction with the mission and goals of the library, using staff and volunteer assistance if or when necessary; also includes arranging programs by professional presenters
2. Develops printed materials and publicity for scheduled programs, and assists with online publicity.
3. Evaluates programs with statistical and/or narrative reports.
4. Maintains the attractive and welcoming nature of the juvenile and teen areas, updating as time and budget allows.

### **Weekly Number of Hours for this Position**

An employee in this position would work 25-30 hours per week, including some evenings and Saturdays.

### **Benefits**

An employee in this position would receive vacation and sick pay according to the formulas outlined in the updated Personnel Manual, which was approved by the library board in April 2017. No vacation may be carried over to the next year; sick time continues to accrue until the maximum number of hours is reached.

### **Pay**

\$10 - \$12 per hour, DOE

### **Evaluation**

Reviews are conducted annually by the Library Director.

### **Desirable Qualifications for Employment**

An employee in this position should have the equivalent of the following training and experience:

1. Preference will be given to candidates with college training, particularly in early literacy or child development.
2. Able to work effectively with the public and other staff members.
3. Able to train and supervise the work of others.
4. Excellent written and verbal communication skills.
5. Reasonable knowledge of library operations, practices and procedures
6. Skill in the use of computers and standard office equipment.