

## **White Lake Community Library Youth Program Co-Coordinator**

**Summary:** This person participates in the operation of the community library, with particular emphasis on customer service and juvenile/teen programming services. Works in close cooperation with the other co-coordinator.

**Responsibilities and Essential Duties:** An employee in this position may be called upon to perform any or all of the following duties.

### **Customer Service:**

- 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.
- Assists patrons with the use of public computers and provides troubleshooting assistance.
- Performs general tasks associated with opening and closing the library and processing interlibrary loan materials.
- Provides occasional assistance with book sales and with training new volunteers.
- Plans and coordinates all school and group visits and tours, and library instruction for juvenile and teen patrons.
- Performs related work as required.

### **Juvenile/Teen Programming:**

- 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 and conducting virtual programs.
- Develops printed materials and publicity for scheduled programs, and assists with online publicity.
- Evaluates programs with statistical and/or narrative reports.
- Maintains the attractive and welcoming nature of the juvenile and teen areas, updating as time and budget allows.

**Hours:** An employee in this position works 16-20 hours per week, including some evenings and Saturdays.

**Benefits:** An employee in this position would receive vacation and sick pay as outlined in the Personnel Manual.

**Pay:** \$14-\$15 per hour to start, DOE

### **Desirable Qualifications for Employment:**

- Preference will be given to candidates with college training, particularly in early literacy or child development
- Strong customer service skills and excellent communication skills
- Reasonable knowledge of library operations, practices and procedures
- Comfortable using computers and standard office equipment