

## **Youth Services Coordinator**

The Ruth Hughes Memorial District Library is looking for an upbeat, energetic, and enthusiastic person to perform the duties of a Youth Services Coordinator. Regular duties include (but are not limited to) the following:

1. Supervises the activities of junior fiction, nonfiction, and reference, including providing direction and supervision over assigned staff.
2. Assists patrons in the selection and location of books, periodicals and other materials.
3. Identifies library materials at junior and young adult reading levels and submits acquisition requests within allotted budget. Analyzes the collections and recommends withdrawal of materials regarded as no longer suitable.
4. Assists patrons with reference resources such as public access computers and Michigan eLibrary databases specific to adult needs.
5. Locates materials in response to patron requests or from the branch library. Reserves materials through the computer in conjunction with the technical services coordinator.
6. Conducts research and prepares bibliographies on subjects of interest or pertaining to youth services, which may involve communicating with other agencies to fulfill the request.
7. Plans and oversees programs of interest to children and young adults at main library and branch, such as story hour, crafts, book discussion groups, author visits or seminars.
8. Participates in committees concerned with library systems operations, Cooperative programs and community projects.
9. Reviews and reports on budgetary needs for department.
10. Other duties as assigned.

To be considered for employment, a candidate must be willing to work 40 hours per week at the Ruth Hughes Memorial District Library. This position will require evening and weekend hours. While this position is currently outlined above, library administration reserves the right to change work assignments with adequate notification given.

### **Employment Qualifications:**

**Education:** High School Diploma. A minimum of two years experience in libraries or supervisory experience in a customer service oriented field preferred.

**Experience:** This is a management-level position. Must be proficient in Microsoft Office—Word and Excel.  
Probationary period of 90 working days.

**Other Requirements:** Within a year of fulltime employment, applicants will be required to attend the Beginning Workshop offered by the Library of Michigan unless excused by the Ruth Hughes Memorial Library administration.

*The qualifications listed above are intended to present the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional*

*standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:**

- a.) Stooping, bending and kneeling to package and unpack books and materials.
- b.) Prolonged periods of standing to assist patrons, search shelves and retrieve materials.
- c.) Ability to lift and carry books and other materials.
- d.) Ability to access office files.
- e.) Ability to enter and access information to a terminal.
- f.) Ability to operate library and related equipment.
- g.) Ability to access all areas of the library including the branch.
- h.) Ability to effectively communicate with others.
- i.) Ability to sit for long periods of time entering data.

**Working Conditions:**

- a.) Exposure to books and other materials with molds, mildews and dust
- b.) Requires some travel to branch library and other locations for meetings other purposes.

*This job requires the ability to perform the essential functions contained in this job description. These include, but are not limited to, the aforementioned requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.*

**Salary and Benefits**

Full-time (40 hours per week, evenings and weekends)

Salary Range: \$12.43 - \$15.13 per hour, in six steps

Benefits include sick/personal time, vacation time, bereavement leave, 50% health insurance plan, retirement plan

**Application Information**

Deadline: August 13, 2010. Applicants who are interviewed will be required to present a 5-10 minute example of a story time program.

Please send a current resume and cover letter to:

Ruth Hughes Memorial District Library  
Attn: Kristen Valyi-Hax, Director  
211 N. Almont Ave.  
Imlay City, MI 48444  
librarydirector@ruthhughes.org