Youth Services Coordinator

General Summary:

Under the supervision of the Library Director, the Youth Services Coordinator oversees the juvenile and young adult departments, performing collection development, programming, and reference and readers' advisory services. In cooperation with the other department heads, this coordinator also helps provide assistance to all library patrons and shares supervision of the circulation desk and building as needed. Training period of 90 days.

Essential Functions:

1. Selects 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.
2. Plans and oversees programs of interest to children and young adults at both branches, such as story time, crafts, book discussion groups, author visits or special events.
3. Participates in school and community projects and outreach, including class library tours and local festivals and events.
4. Assists director with library promotional efforts.
5. Conducts research and prepares bibliographies on subjects of interest or pertaining to youth services.
6. Assists patrons in the selection and location of books, periodicals and other materials.
7. Assists patrons with reference resources such as public access computers and Michigan eLibrary databases.
8. Locates materials in response to patron requests or from the branch library. Reserves materials through the computer.
9. Other duties as assigned.

Employment Qualifications:

Education: High School Diploma required. Associates Degree in related field preferred.

Experience: A minimum of four years' experience in a public library required. This is a management-level position; supervisory experience in a public services setting preferred. Must be proficient in Microsoft Office.

Other Requirements: Within a year of fulltime employment, completion of the Library of Michigan Beginner's Workshop to obtain a Certificate of Library Experience may be required.

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 <u>should not</u> be viewed as expressing absolute employment or promotional standards, but as <u>general guidelines</u> that should be considered along with other job-related selection or promotional criteria.

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

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 and other purposes.

Salary

Salaried/ Overtime Exemption, Minimum of 40 hours per week.

Salary Range $40,000 to $52,000. Benefits package included. Starting salary is $40,000, although increases with a bachelor's degree or a Master of Library and Information Science degree.

Those who are interested can email their resume to librarydirector@ruthhughes.org. Applications are due by October 26, 2026, but those received earlier may receive first consideration.