



See Yourself Here.

The Dayton Metro Library is seeking a full-time **Elementary Age Coordinator** to join the Youth Services team at the Library's Operations Center in downtown Dayton. (The Operations Center is one block south of the Main Library.) This position will plan and implement system-wide programming to elementary-aged children, their caregivers and educators. The ideal candidate will be skilled at establishing and maintaining relationships with schools and the Library's partner organizations. The selected individual will need to be able to develop a rapport with current staff members and serve as a resource for them. If you enjoy speaking to groups of people and have experience in developing programming for elementary-aged children, we want to hear from you! Join our team today!

DML is committed to cultivating inclusive environments and a workforce that reflects the diversity of our community. As such, we encourage Black, Indigenous, and people of color (BIPOC) to apply, in addition to members from other marginalized groups.

Additional consideration may be given to individuals that are fluent in any non-English languages spoken in Montgomery County including Spanish, Mandarin, French, Korean, Vietnamese, Hindi, Urdu, Russian, Tagalog, Kinyarwanda, Arabic, Turkish and Swahili.

Essential Job Duties

- Coordinates the development of programs for elementary-aged children throughout the service area. Plans, implements and evaluates system-wide programs and services for elementary-aged children, their caregivers, and educators who work with them. Works with External Relations to prepare publicity.
- Works with Youth Services Director and Youth Experience Manager to develop recommendations for services to elementary-aged children at Dayton Metro Library and to set and maintain guidelines and objectives for library staff who work with elementary-aged children.
- Supports Children Services staff in providing service to and maintaining relationships with schools and community agencies that work with elementary-aged children. Attends community meetings and gives presentations as requested.
- Develops recommendations for Children Services and provides input into policies affecting elementary-aged children.
- Provides advice and recommendations to public service staff for developing and maintaining a welcoming atmosphere for elementary-aged patrons, their families, and their educators.
- Displays knowledge of the ages and stages of child development and psychology for elementary-aged children and keeps current with trends and services in early childhood development and education.
- Prepares, submits and analyzes required department reports and budgets. Ensures proper records management.



- Handles special reference services or requests pertaining to elementary-aged patrons.
 - **Job Qualifications**
 - Master's in Library and Information Science preferred or its equivalent in education and experience.
 - Ability to effectively present information in a group and/or individual training environment. Ability to read, analyze, and interpret general business periodicals, professional journals, and policy and procedure manuals. Ability to write reports and business correspondence.
 - Ability to respond to questions from children, teens, parents, teachers, patrons, managers, coworkers and members of the community and apply active listening skills.
 - Ability to deal effectively with confrontational individuals and/or challenging situations.
 - Knowledge of professional library principles, methods, techniques and procedures. Knowledge and appreciation of literature, periodicals, audio-visual materials, websites and other electronic media and materials for the early literacy educator and pre-school audience. Knowledge of available materials for age group and reader's interests.
 - Ability to plan and implement programs to support elementary-aged audiences. Ability to determine patron information needs.
 - Ability to construct a competent and complete search strategy using both print and non-print information resources. Knowledge of available and emerging technologies and their application to children services.
 - Knowledge and understanding of the psychology of elementary-aged children.
 - Valid Ohio driver's license, acceptable motor vehicle record, and continuous insurability required.
 - Schedule may include evening and Saturday hours.

Compensation and Benefits: Starting hourly wage is \$25.36 (with Master's degree) with an exceptional benefits package.

Application Process: Please send your cover letter, resume, and contact information for three employment references to Jennifer Kadel at careers@daytonmetrolibrary.org. This position is open until filled.

The Dayton Metro Library is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.