



Youth Services Coordinator – Full Time

Jefferson, Ohio

The Henderson Memorial Public Library is seeking a full-time Youth Services Coordinator responsible for all aspects of the Youth Services Department.

ESSENTIAL JOB DUTIES:

- Demonstrate superior customer service with patrons and community partners
- Provide reference and reader's advisory service
- Maintain ongoing youth programs and special events that respond to customer and community demand. Independently plan, organize, and coordinate said activities.
- Coordinate programs to work into library initiatives, departmental objectives, and community events.
- Set up and clean- up program space, assist presenter(s), and ensure that both presenter and patrons have a positive experience.
- Employ various strategies and methods to market programs to a broad audience, submit marketing materials to media outlets, writing press releases and maintaining press contacts.
- Prepare displays and other suitable materials to support program topics.
- Assess programs by keeping statistics of attendance and provide monthly report to the Director.
- Maintain program budget, keeping record of all expenditures, including contracts, check requests, tax documents, and other receipts.
- Speak to community groups as requested.
- Maintain currency of knowledge of library and programming trends.

JOB QUALIFICATIONS:

- Associates/BA or BS preferred. Extensive experience with demonstrated public library service or experience working with youth may be substituted for educational qualifications.
- Ability and commitment to work with the public
- Ability to use appropriate judgement in handling information and records.

- Establish and maintain a positive working relationship with a diverse community of customers and library staff.
- Exhibit flexibility and willingness to work in a dynamic, busy, and changing environment.
- Ability to adapt to new and changing technologies.
- Ability to plan and implement early literacy objectives.

COMPENSATION/ BENEFITS:

Starting hourly rate for this position is \$14.00. Benefits include health, dental & vision insurance along with accrument of vacation and sick days and OPERS retirement.

APPLICATION PROCESS:

Please submit Henderson Library Job Application and Resume to Bev Follin at bev.follin@hmpl.info. This position is open until filled.

Full job description and job application available at our website:

www.henderson.lib.oh.us

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of this position.