The Marvin Memorial Library has an opening for 1 part-time 24-hour Youth Services Outreach Coordinator.

This position will work mornings, days, evenings, and weekends. The schedule may change as the needs of the Library change. This position will be required to participate in and attend periodic events and training, and will be required to perform other duties, as assigned. The pay rate for this non-exempt position is $14.00 per hour.

A high school diploma or equivalent is required. One (1) to two (2) years of related experience is required. Ability to load, unload, lift, shelve, transfer, and/or transport 50 lbs. is required.

Apply by submitting a resume and cover letter to Vikki Morrow-Ritchie, Library Director, 29 W. Whitney Ave. Shelby, OH 44875 or vritchie@marvinlibrary.org

Lastly, this position will be open until filled, posted internally and externally.

**Job Title: Youth Services Outreach Coordinator**

- This position is supervised by the Youth Services Department Head

**Position Description:** Develops and implements outreach services and programming for children and schools; assists the Children’s Librarian with programming, ordering, reference, reader’s advisory, and shelf maintenance.

**Qualifications:**

- Minimum high school diploma or equivalent; childcare/education courses preferred
- Experience working with children preferred
- Excellent ability to communicate effectively, both orally and in writing.
- Ability to interact with the staff and public in a consistent, friendly, and courteous manner.
- Ability to learn and implement the general rules and regulations of the library system.
- Ability to take action in accordance with library policies and procedures
- Ability to operate general office equipment with minimal training
- Ability to adapt to the needs of the community
- Familiarity with Microsoft Office Suite
- Has local transportation available

**Job Responsibilities:**

- Develop plans for outreach to schools and preschools
- Implement program plans
- Coordinate the youth services outreach schedule and maintain accurate calendar
- Record and maintain program statistics
- Represent the library at community events
- Coordinate services for teachers including the preparation of requested materials and overseeing the delivery of items when necessary
- Collection Development and Maintenance
  - Assist with the selection of new materials
  - Assist with inventory checks
  - Assist with the withdrawal of materials under the supervision of the Youth Services Department Head
- Create and implement library displays
• Work closely with the Youth Services Department Head to provide in-house programming and services to the children and families of the community
• Perform the duties outlined in the Circ II - Circulation Personnel job description when necessary
• Perform other duties as assigned
  o Handle credit card transactions
  o Complete cash out of register daily
  o Register patrons and issue patron cards
  o Receive and send interlibrary loan materials by COOL and SEO using statewide delivery service
  o Place holds and notify patrons upon availability of materials
• Assist with collection maintenance
  o Return library materials to their shelf locations
  o Read shelves for alphabetical or numeric accuracy
  o Shift library materials for accessibility
  o Complete inventory checks
• Coordinate schedule book for guest use of meeting rooms; take reservations and document use of space
• Set up meeting rooms
• Assist in answering directional and reference questions
• Assist patrons with computers, copiers, printers, scanners, fax machine, laminator, microfilm reader, patron phones, and other devices
• Check in, prepare, and shelve new magazines and newspapers daily
• Check in new materials
• Issue temporary Golden Buckeye Cards
• Assist in voter registration
• Assist with library programs as instructed
• Maintain bulletin board and kiosk
• Clean and/or request the repair of materials
• Be familiar with and able to assist patrons with digital resources provided by the library
• Perform other duties as assigned

MARVIN MEMORIAL LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER