

Job Title: Youth Services Coordinator
Branch or Department: Youth Services
Job Grade: 16
FLSA overtime exempt position
Full-time

Position Overview:

This position is responsible for providing excellent customer service by providing collaborative leadership to District-wide planning of youth services including developing policies and procedures for youth services, assisting with programs for youth, assisting with materials selection, planning workshops and in-services, and training in the areas of youth service.

This position also has a District-wide responsibility for public relations and marketing duties, in cooperation with the Marketing and Communications Department. This includes planning, implementing, coordinating and directing a variety of community relations and public information events and activities. This also includes developing programs, brochures, informational publication, newsletters and news releases necessary to market the Library District programs and functions.

This position performs professional duties requiring the exercise of professional skill, initiative and independent judgment. It is also, responsible for the Department budget and for supervision of Department staff.

This Position Reports to the Assistant Director of Libraries.

This Position Supervises the Children's Services Assistant and the Clerical Assistant.

Essential Job Functions:

- Department management and staff supervision.
- District-wide youth programming.
- Public relations and marketing.

Specific Job Functions - Department Management and Staff Supervision:

- Interview, hire, train, evaluate, and supervise the Departmental staff.
- Assists with the interviewing, hiring, and coordinating of youth services staff in all branch libraries.
- Organizes and participates in training all branch youth service staff.
- Oversees the maintenance of time keeping and leave records of subordinates.
- Recommends and administers staff disciplinary actions if required.
- Responsible for the Department budget.

Specific Job Functions – District-wide Youth Programming:

- Coordinates, plans, and organizes District-wide programs for youth, such as the summer reading program and Read Aloud Family Time (RAFT).
- Develops guidelines and standards for youth programming in the branches.
- Plans, coordinates and participates in workshops and in-service training activities for Library staff.
- Works with youth services staff and Library Administration to develop new Library services and collections for youth in MCPL branch libraries and the community.

Specific Job Functions-Public Relations and Marketing:

- Work in cooperation with the Marketing and Communications Department where appropriate to carry out Department goals and objectives.
- Development and updating of brochures, flyers and other materials created within the Department.
- Serves as a clearinghouse and quality control for youth services related publications, brochures, and fliers created in the branches.
- Prepare and present information on youth services to community groups.
- Works with community groups, schools, day cares, Parents as Teachers, etc. to keep them informed of services available to youth and work cooperatively on projects of mutual interest or benefit.

Non-essential Job Functions:

- Participates in local, state or national organizations for youth service, such as but not limited to Missouri Library Association and American Library Association.
- Responsible for the maintenance of the Department Intranet page.
- Recommends books, periodicals and other materials for youth collections.

Job Requirements:

- Excellent customer service and problem solving abilities.
- Exceptional interpersonal skills.
- A collaborative leadership style.
- Ability to learn and subsequently train staff on youth service related topics.
- Effective verbal and written communication skills.
- Ability to perform multiple tasks concurrently.
- Must be able to work with frequent interruptions and/or changing priorities.
- Excellent organizational skills.
- Thorough knowledge of trends relating to youth service.
- Regular and dependable personal attendance and punctuality are essential for demonstrating leadership and accomplishing Library and Department goals.

Experience and Training Requirements:

- Master of Library Science degree issued by a library school of recognized standing is required with a minimum of 5 years of youth services related experience.
- Minimum of 3 years of management or supervisory experience required.

Essential Physical Requirements to be accomplished With or Without Reasonable Accommodation are:

- Sufficient clarity of speech and hearing which permits the incumbent to communicate well with all constituents.
- Sufficient vision which permits the incumbent to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.
- Sufficient manual dexterity which permits the incumbent to operate a keyboard and process library materials.
- Sufficient personal mobility which permits the incumbent to monitor, supervise, and perform assigned library operations, and to attend Library district, community, and public meetings at various locations locally, regionally and nationally. The incumbent must be able to lift up to 40 pounds, push and pull carts weighing up to 40 pounds, bend, stoop and reach shelving from floor level to 6 feet high.
- Sufficient tolerance for dust and mold which permits the incumbent to work with books and other library materials as well as working in older buildings.

NOTE: This job description is not intended to be all-inclusive. The incumbent may be required to perform other related duties as required to meet the ongoing needs of the Library.