

Position Title: Youth Services Coordinator, Edwardsburg Branch

Reports to: Edwardsburg Branch Manager

Category: Full-time hourly with a generous benefits package including health, dental, and vision insurance.

Job Summary: Cass District Library is seeking a creative and enthusiastic team player to join our Edwardsburg Branch as a Youth Services Coordinator. The ideal candidate should be passionate about children's literature and programming and eager to build relationships with public schools and community organizations. This position is responsible for providing excellent customer service, successfully executing circulation duties, and for the development and implementation of the branch's program of service to the youth population in collaboration with other library staff.

Qualifications: Bachelor's degree required. Minimum of 1 year prior experience working with children in settings to include but not limited to library, education, and child development. Previous public library experience strongly preferred.

Salary: \$30,000-\$35,000

Major Duties Include:

- Provide superior customer service to all patrons, in person and over the phone, including reader's advisory, answering questions, placing holds, finding materials, technology assistance and collecting money
- With other library staff, plan, publicize, implement and evaluate programs; to include but not limited to regular Storytimes, Summer Reading Program, and varied programs throughout the year
- Collaborate and maintain consistent relationships with community organizations and local businesses. Participates in and initiates outreach activities with local schools and visits classrooms to promote activities, collections, and services
- Recommend, plan, implement, and promote new types of services based on patron needs and childhood development research
- Actively participate with the other Youth Services Coordinator in the selection and maintenance of the juvenile and young adult collections and technology materials
- Actively contributes to the library community and embraces a leadership role. Seeks out continuing education opportunities in order to maintain and enhance skills and competencies
- Prepare displays, bulletin boards, and decorations for juvenile and young adult areas, maintaining a welcoming and tidy environment for all
- Enforce library policies and address violations in a professional manner
- Open and close the library using proper procedures and guidelines
- Assist with shelving, material check in, general upkeep and cleaning of all areas and materials

Physical Requirements:

- Must have the ability to lift at least 25 pounds, push, bend, and reach as needed to empty book drop, move materials, and push full book carts

- Must have the physical stamina to stand for long time periods while shelving, shelf reading, and conducting library programs
- Ability to shelve materials on high and low shelving. Must be able to climb stairs and ladders as needed.

Knowledge, Skills, and Abilities Required

- Knowledge of child development
- Knowledge of children’s and young adult literature, film, music, and Internet based resources
- Interest in emerging technologies
- Robust organizational and time management skills
- Effective verbal, presentation, and written communication skills
- Advanced proficiency in various software applications (Google Workplace, Microsoft Office), computers, social media platforms, and smart devices with the ability to instruct patrons of all ages in their use
- Enthusiastic, friendly, and approachable with a genuine interest in providing superior public service to all patrons
- Ability to develop and maintain positive relationships with library patrons and co-workers
- Proactive and able to handle multiple projects simultaneously
- Embrace change in work environment, procedures, and services
- Able to work independently and collaboratively
- Must be able to work evenings and Saturdays

The duties and responsibilities for this position, including essential job functions and responsibilities, supplement the Cass District Library Personnel Policies and work rules applicable to all employees and may change or increase by practice or policy, as judged necessary by the Library. The Library reserves the right to assign work outside of an employee’s regular job assignment. The Library also reserves the right to change an employee’s regular job assignment or job description at any time.

Employee Signature_____

Date_____