

CHILDREN'S DEPARTMENT COORDINATOR

Pay Grade: Rate as scheduled
The position offers sick leave, vacation and insurance benefits

Hours: Full time position
2,080 hours a year (averages 40 hours a week as scheduled)
May include evening and weekend hours

Department: Children's Department

Job Mission: To supervise, direct and maintain the Children's Department and to provide program planning and direct circulation and reference assistance to patrons

Job Requirements:

1. Possess an associate's or higher level of degree in early childhood education, elementary education, reading and literacy, or English or equivalent work experience
2. Strong written and oral communication skills with knowledge of various communications styles
3. Experience in supervision, scheduling and training Library staff
4. Experience in planning and presenting appropriate children's programming
5. Ability to work with children from toddlers through high school age as well as work with parents and guardians
6. Experience with use of Microsoft Office products, including Teams
7. Experience using integrated library software
8. Ability to perform routine and assigned duties while being under indirect supervision and/or while working alone
9. Ability to work with Library staff to create displays and programs
10. Ability to work weekends and evenings as assigned
11. Ability to work with staff members in both structured and unstructured environments
12. Possess exceptional organizational skills and be detail oriented
13. Broad knowledge of the library's patron demographics and ability to show respect and sensitivity for cultural differences; convey an interest in diverse backgrounds and perspectives
14. Ability to physically move light materials
15. Superior customer service skills

Job Description:

1. Maintain, supervise and schedule staff for children's public circulation desk and programs
2. Train new staff and provide continuing education for current staff
3. Coordinate and maintain all appropriate circulation and departmental reports
4. Supervise and coordinate various literacy programs
5. Plan for and execute the children's department's collection development and maintenance
6. Perform general reference activities in-person, over the phone and through electronic means

7. Perform basic circulation activities (checking materials in and out, processing new card requests, collecting lost book fees, etc.)
8. Assist with material processing for circulation
9. Provide training for staff or patrons on the usage of library resources as needed
10. Assist in the creation of in-house materials including signs, flyers or other print or electronic materials
11. Plan, develop, promote, and execute pertinent library programming and services to meet the informational, educational and recreational needs of school aged community members/patrons
12. Provides input to the library's administrative team regarding areas of public interest
13. Work directly with the programming committee and staff in general in promoting Library activities, events, and displays for the public
14. Participate in community/school committees/programs as appropriate
15. Assist in providing answers for directional questions
16. Assist with maintaining materials in proper order on the shelves (read the shelves) and maintain the condition of the shelves (dust/clean, straighten, etc.)
17. Assist in maintaining patron behavior
18. Keep library building neat and in good order, including but not limited to dusting, cleaning computers, wiping down tables, sweeping, and emptying trash cans
19. Assists with departmental opening and closing duties
20. Perform other committee, departmental and Library duties as assigned by the Director

Updated 12/2022