



ORGANIZATION: City of Lincoln City
JOB TITLE: Youth Program Coordinator
FLSA STATUS: Non-Exempt, Grade 8
UNION: AFSCME
UPDATED: May 2014

PURPOSE OF POSITION: Deliver excellent customer service by planning, coordinating, implementing and evaluating programming for children and youth customers of the Library. This includes acquisition, development and management of the children and teen fiction and non-fiction collections. Represent the Library in a positive and professional manner at all times.

ESSENTIAL JOB FUNCTIONS:

Develop, coordinate, and implement programming services for children and youth (ages 0-18) within the community by researching and identifying customer needs, developing and scheduling events.

Market and promote children and youth programs/events by creating marketing materials and distributing them to schools, the media and the community.

Recommend new materials in all formats for the children and youth collection. Make recommendations to the Library Director for establishing policies and procedures relating to program area. Develop, classify and manage collection, and discard outdated or worn resources.

Act as liaison between Library and local schools. Conduct visits to promote reading and use of the Library by children and youth. Conduct tours for lower grade classes and prepare special events appropriate to program area. Write articles related to program area, including newsletters, professional journals and newspapers.

Interact with other staff to exchange information and plan activities relating to other Library areas.

Design optimum arrangement and decor in children and youth areas for positive learning, safety, and comfort for young patrons.

Assist with the opening or closing of the Library.

Use Microsoft Word and Excel and other City programs and systems to perform job duties. This includes using the Library's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Maintain professional, respectful, productive and cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel.

Other related duties as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. This includes staffing the Circulation Desk, which includes ensuring patron compliance to Library rules and procedures, checking Library materials out and in; collecting fines/fees; answering telephone; issuing Library cards/forms/applications; reviewing returned materials for damage; reserving/renewing materials, arranging materials for re-shelving and preparing materials for courier delivery. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner. Write grants for library funding. Operate van library to deliver appropriate services to public served.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Four-year college education in literature, child development, liberal arts, education or other related field and at least one year of experience in library operations in a children's area or other work directly with children or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties. Broad knowledge of age-specific library patrons, youth behaviors and interests, library operations and capabilities, youth literature, publicity, reference services, and program planning principles and techniques. Experience delivering excellent customer service and public speaking, particularly with a young audience.

SPECIAL REQUIREMENTS/LICENSES: Possession of valid OR driver's license. Must be able to independently operate a mini-van.

DESIRABLE REQUIREMENTS: Completion of an ALA accredited Masters of Information and Library Science program. Bilingual (English/Spanish). Possession of a CPR/First Aid card.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 20 pounds on a regular basis and may infrequently require moving materials weighing up to 70 pounds. Manual dexterity and coordination are required over 50% of the work period while operating library and standard office equipment, e.g. computer keyboard, etc. May be required to work weekends and evenings.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions and background noises.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide work leadership to volunteers.

SUPERVISION RECEIVED: Works under the general supervision of the Library Director.