

TITLE: YOUTH SERVICES COORDINATOR

A **full-time, exempt**, professional position with responsibility to coordinate youth programming, youth orientated information and readers' advisory services. Supervises Youth Services Librarians; oversees collection development for youth materials. Directly responsible to the Assistant Library Director. Works with other staff members to provide exemplary service to the public.

SPECIFIC RESPONSIBILITIES:

To include but not be limited to the following:

- Organizes, plans activities, schedules work assignments, guides, evaluates and otherwise supervises the Youth Services staff.
- Develops and implements reference, information and readers' advisory services for youth patrons, including the promotion of the library as a lifelong learning center. Works with the youth services department in the development of goals, policies and procedures and training opportunities to provide superior reference and information services.
- Hires and trains youth services librarians and is responsible for annual evaluation for all youth services employees.
- Coordinates youth programs and services, book discussion groups, library outreach for children of all ages, and special services for teen patrons.
- Develops and maintains an annual budget for all youth services materials including fiction, non-fiction, periodicals, audio-visual, and electronic resources. Works with other staff in the development of print collections and resources. Responsible for evaluation and weeding of youth collections.
- Collaborates with other community agencies representatives (Bensenville School District 2, Fenton High School, Bensenville Park District, Village of Bensenville, Kinder Care, Zion-Concord Lutheran School, etc.) in the provision of innovative programs and services that enhance the quality of life of Bensenville Youth.
- Participates in the Bensenville Youth Coalition.
- Works with the Library Director and other staff as an administrative team to make recommendations, develop services and enhance the value of the Library to the community.
- Participates in the development and implementation of staff development opportunities.
- Maintains youth services statistics over time and prepares a monthly report for the Library Director.
- Attend yearly District 2 kindergarten registration and welcome day.
- Work closely with the District 2 librarian and assistants to keep student records current.
- Assumes duties and responsibilities as necessary to provide optimum library service.
- Keep abreast of youth services and other developments and trends in the library field.
- Attends professional meetings, workshops and conferences as assigned.
- Other duties and responsibilities as assigned to enhance library services and operations.

EDUCATION AND EXPERIENCE:

A Masters in Library Science and requisite public library experience required. Applicants should have expertise in public library services as well as electronic and print resources, and excellent communication skills. Spanish language ability a plus.

SPECIAL REQUIREMENTS:

Effective communication skills with children, parents and caregivers. Ability to participate in a team approach to developing and implementing services. Imaginative and creative. Comprehensive knowledge of public library objectives, policies and procedures. Knowledge of the arrangement and location of all library materials. Ability to establish and maintain effective working relationships with supervisors, subordinates, associates, officials of other agencies and the general public. Knowledge of Microsoft Office products and the cataloging and circulation software SIRSI/DYNIX preferred.

PHYSICAL REQUIREMENTS:

Ability to move and/or lift materials up to 25+ pounds.
Ability to push a loaded book cart weighing up to 50+ pounds.
Regularly required to stand, walk, bend, reach, and sit.
Occasionally required to attend off-site meetings.
Occasionally exposed to outside weather conditions.

WORK HOURS

Available to work a flexible schedule with routine hours Monday-Sunday. Evenings and weekends are required. Additional hours may be necessary due to staff absence and illness. Hours are subject to change based on library needs.

6/2022