

Position Summary:

Primary Location:	Richmond Location
Reports to:	Youth Services Manager
Position:	Staff Position
Employment Status:	Full-Time / Exempt

Position Description:

The Youth Programming Coordinator is responsible for the planning, development and implementation of library programs, for our customers ages 0 – 18. A successful coordinator creates dynamic, enriching, educational, and entertaining activities in accordance with the library’s strategic goals and initiatives. This position will have frequent cross-divisional coordination between multiple library teams, and will work directly with library customers in-person and through other platforms. This position does not include supervisory responsibilities.

Essential Responsibilities:

- Develop, plan, and present creative, educational, and entertaining programs and special events for library customers ages 0 – 18. This includes programs for babies, toddlers, pre-schoolers, elementary aged children, tweens, and teens.
- Creates a welcoming library experience for all customers by embracing public library guiding principles, Intellectual Freedom and community service.
- Delivers excellent customer service to all library customers.
- Proactively establish and maintain professional relationships with performers and special program facilitators, and effectively manage planning and scheduling of external and internal talent.
- Coordinate programming with the library strategic plan as assigned.
- Maintain monthly programming statistics and an annual programming budget.
- Engage regularly with community organizations, schools, and groups whose primary purpose is to serve children and families.
- Maintain an awareness of current trends, interests, and community needs.
- Work with the Youth Services Manager to consistently incorporate and amplify the collection in programs.
- Collaborate with the library’s Marketing Team to create marketing materials for the library website, social and print media.
- Perform other duties as assigned.

Required Knowledge, Skills and Abilities:**Applicants must have the capacity to:**

- Demonstrate proficiency with research techniques and reference sources from available print and digital resources.
- Effectively use library print and digital collections, as well as child development, children's literature, and services for children, parents and educators.
- Demonstrate good judgement and sound problem solving skills.
- Develop an action plan by clarifying a goal, identifying specific action steps, defining team involvement, monitoring progress and being accountable for results.
- Comfortably appear in front of groups in a speaking and/or performing role.
- Comfortably manage groups of customers in group settings, while supporting library customer service standards at all times.
- Accurately perform mathematical and statistical computations to ensure accurate reporting.
- Ability to create and follow a financial business budget.
- Communicate professionally and effectively in written, oral and electronic forms.
- Follow written and verbal instructions.
- Apply math and literacy skills, and follow library staff procedures.
- Exhibit flexibility, patience and willingness to work in a dynamic, busy, ever-changing environment.
- Actively listen and communicate clearly and positively with customers and library teams.
- Fulfill individual role on the library team, and actively provide support and assistance to others.
- Demonstrate sound work methods and personal effectiveness on the job.
- Learn quickly, as well as accept and respond to coaching and feedback.
- Establish positive and productive work relationships with customers and co-workers.
- Maintain confidentiality of customer and library records.

Minimum Experience, Education and Training:

- High School Diploma or GED required. College experience preferred, or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.
- Must have prior professional experience within with youth ages 0-18 in a group setting.
- Work a flexible schedule that may include evenings, weekends and some holidays.
- Ability and willingness to attend conferences and stay overnight as needed.

Licenses and Certifications:

- Full–Time Youth Programming Coordinators must have the ability to be certified through KDLA at the Paraprofessional Level within 5 years of employment.
- All employees must satisfactorily pass a background investigation.

Physical Characteristics:

Applicants must have the ability to perform the following, with or without reasonable accommodations:

- Sufficient powers of speech, hearing or other common capabilities that enable the employee to communicate effectively.
- Sufficient vision or other powers of observation that enable the employee to review a wide variety of materials in both electronic and print formats.
- Sufficient manual dexterity that enable the employee to function in a library environment.
- Able to reach above the head and below the knee to retrieve or place shelved items.
- Pushing or pulling of book carts of up to 50 pounds.
- Mobility necessary to aid customers.
- Lifting and handling of books and other library materials up to 20 pounds.
- Packing and unpacking of boxes.

Work Devices:

- Computer and Peripherals
- Cash Register and Credit Card Processor
- Calculator
- Print/Copy/FAX/ Scan Equipment
- Book Cart
- A/V Equipment
- Multi-Line Telephone
- Exterior Book Lockers

Work Environment:

- Climate–Controlled indoor work environment with occasional outdoor work
- Exposure to dust and mold
- Exposure to noise
- Exposure to ink on printed page
- Exposure to chemicals
- Exposure to potential diseases
- Barrier-free building, possible need to visit limited access buildings