



Job Description **Youth Programming Coordinator**

Position Overview:

Primary Location:	Richmond Location	Position Status:	Staff
Department:	Public Services	Employment Status:	Part-Time — Hourly

The **Youth Programming Coordinator** is a library programming position that is responsible for planning, developing and implementing library programs designed specifically for customers from birth through age 18. This is a customer-facing position, requiring exemplary customer service and public presentation skills, as well as effective management of children and adults in a public library learning environment. Successful Youth Programming Coordinators are driven to serve all members of our diverse community, are inspired by books and literacy, and have an engaging presence in front of audiences. Success is measured by effective work methods, strong team work, positive and effective communication, and an eagerness to learn and develop essential library skills. We work together to promote literacy, provide free access to information, and enable meaningful community connections.

Essential Responsibilities:

- Creates and presents dynamic, enriching and educational programs for children and teenaged audiences ages birth to 18.
- Drives program relevancy by demonstrating expertise in topics related to child development, education, and areas of interest to children and families, while maintaining awareness of current trends, interests and community needs.
- Manages program expenses by operating within budget parameters, following purchasing procedures, and accurately reporting expenses and program results.
- Collaborates with library's Marketing Coordinator, to create assets that effectively promote programs through the library website, in print, and on the library's social media platforms.
- Establishes and nurtures relationships with community organizations, interest groups, performers and other guest presenters, whose offerings help drive program and library relevancy.
- Amplifies library collections by connecting program audiences with books and other materials.
- Greets and engages with library customers to discover and meet a variety of needs, while demonstrating a sincere desire to serve.
- Generates excitement about books and other materials by providing reader's advisories, offering book suggestions, and ensuring free access to information.
- Actively promotes library programs, public facilities and community services.
- Promotes library use by offering library cards to new customers and their families.
- Be reliable, provide assurance, work with empathy, and be responsive to customer needs.

Education, Experience and Skills Requirements:

- Bachelor's Degree in education, child development or a related field is preferred, or a combination of education and work experience that ensures job competency.
- Previous successful employment experience working with children and teens is required. Previous library experience is preferred, but not required.
- Available to work a flexible schedule that may include evenings, weekends and holidays.
- Ability to travel within Madison County and overnight to conferences as needed.

NOTE: All employees of the Madison County Public Library are required to maintain the capacity, with or without reasonable approved accommodations, to: 1) demonstrate proficiency with computers, common office software, current operating systems, emailing, and internet navigation; 2) operate basic work equipment such as print/scan/fax/copy machines, cash registers, book carts, manual tools, audio/visual equipment, and multi-line communications systems; 3) have sufficient mobility to move throughout the library to meet customer needs, and lift and/or handle library materials; and 4) work in a public library environment that may include the potential for exposure to possible contaminants including (but not limited to) noise, arts and crafts chemicals, ink on printed pages, dust and mold, animals, cleaning chemicals, as well as the spread of communicable disease. **Updated: MAY 2025**