**JOB OPPORTUNITY**

**POSITION:** Youth Services Coordinator

**LOCATION: The Library Center –4653 S Campbell Avenue– Springfield, MO**

**DUTIES:** See attached job description for essential duties and qualifications

**SALARY: $52,000 annually; commensurate with experience**

**APPLICATION DEADLINE:**  Until Filled

This is a full-time position, approximately 40 hours per week. Candidates must be available to work any hours the library branch is open. As a condition of employment, work schedules may change as necessary to best provide user services and to meet the Library’s responsibility to the citizens of Greene County.

This **position requires an MLS** or **MLIS** from an ALA accredited institution. ***To be considered for this position* TRANSCRIPTS MUST ACCOMPANY YOUR APPLICATION.**

Education and experience shall be evaluated with regard to recency and quality, as well as quantity. Based on the number and quality of applicants, applications may be reviewed for qualifications beyond the minimums stated herein.

Proof of United States Citizenship/Authorization to Work in the United States as established by the Immigration Reform Act of 1986 is a condition of employment

**Applications may be found online at http://thelibrary.org/libjob/libjobs.cfm** then follow the link provided for this Job Posting

Complete application and submit transcript through our online application process. Direct questions through e-mail to humanresources@thelibrary.org or call 417-616-0589 Monday – Friday 8:30am – 5:00pm.

Individuals with disabilities should request reasonable accommodations in accordance with the Americans with Disabilities Act prior to testing or appointment.

**EQUAL OPPORTUNITY EMPLOYER**

Current library employees desiring consideration must:

* have received a satisfactory performance rating on their last performance evaluation
* currently be performing their duties at a satisfactory level
* Log in to Genesis – Select Our Company > Search for Jobs > select position, view details of position, then APPLY FOR THIS JOB , a text box opens allowing you to compose a letter of interest or add comments, click APPLY FOR THIS JOB again
* Use the pop up box labeled “COMMENTS ENTERED BY APPLICANT” to post a letter of interest
* If a transcript is required, please make certain these are on file.

Job Description

**Position:** Youth Services Coordinator

**Classification:** Full Time

**Salary Track:** Support Manager

Minimum to start $52,000 annually; commensurate with experience

**FLSA Status:** Exempt

**Essential Functions**

1. Solicits input from Branch, Outreach, and Youth Services Department Managers to support their ideas and goals for age-appropriate programming, spaces and displays
2. Recommends district-wide youth programming including organization, implementation, evaluation and modification
3. Oversees district-wide initiatives including Summer Reading Program
4. Identifies needs and conducts practical training for Youth Services Staff
5. Serves as the subject expert for story times and establishes standards and best practices
6. Seeks out new methods and principles and incorporates them into existing practices.
7. Collaborates with the Collection Services selector in the development and maintenance of youth materials
8. Works with the Adult Services Coordinator to coordinate programs with thematic consistency and meet district goals
9. Works with the Web Development staff to promote Youth programs and services online
10. Works with the Community Relations staff to promote all Youth programs
11. Creates partnerships with community organizations that serve children and teens
12. Routinely advises Executive Director of statistical data, activities, projects, and meetings attended and maintains these records over a period of time
13. Is responsible for recommending and maintaining the department budget
14. Directly supervises Early Literacy Specialist and Youth Services Support Assistant
15. Audits and approves time sheets for bi-weekly payroll for direct reports within the department
16. Serves as Chair of Youth Services Committee and is an active member of the Administrative Staff
17. Performs basic file keeping, and clerical activities
18. Interprets and implements the Library’s General Conduct Policy.
19. Timeliness: The employee must be punctual and timely in arriving to work and completing tasks. The employee must also be capable of working all of the hours in their assigned shift.
20. Ability to work with others and the general public: It is essential that individual who works in this position have the ability to work and interact in a cooperative, pleasant, and constructive manner with others.
21. This job description is not intended to be all inclusive; employee may be required to perform other related duties as required to meet the ongoing needs of the Library.

**Education/Experience**

* At least 5 years’ progressively responsible experience in children’s/youths’ services
* MLS/MLIS from an ALA accredited university required (will consider candidate if nearing completion of degree)
* Supervisory experience

**Skills/Job Knowledge**

* Excellent communication skills, oral and written
* Knowledge of youth developmental stages
* Knowledge of children’s and teen literature
* Knowledge of public library resources, programs and services
* Knowledge of fundamental principles and practices of collection development, reader’s advisory, reference, and programming for youth
* Knowledge of principles and practices of supervision
* Computer systems and associated software, integrated library systems, and the internet
* Uses initiative, problem solving skills, and sound judgment
* Ability to safely operate a motor vehicle as needed for travel between library locations and community partnership sites

**Contact**

1. Regular public contact with adults, teens and children
2. Works closely with direct reports, Youth Services Department Managers and staff, Branch Managers, Collection Services, Web Development, Administrative Staff and community partners

**Supervision**

1. Supervised by Executive Director

**Physical Demands**

* Sitting, standing, bending, squatting, kneeling, reaching from floor to 6 feet in height
* Physical exertion is required to lift, carry or load library materials weighing up to 20 lbs.
* Hearing, speaking, and listening to individuals in person and by telephone
* Reading materials in print and electronic format.
* Using a keyboard, mouse and viewing a computer monitor

**Working Environment**

* Primarily indoors in an office environment while sitting at a desk or computer terminal for extended periods of time
* Travel to a variety of locations to perform work and/or attend meetings is required
* Meeting deadlines, frequent interruptions, and working under moderate levels of stress are illustrative of the mental requirements of the position.

**Miscellaneous Requirement**

1. Must pass a security background check

***The vision for the Springfield-Greene County Library is to be a thriving Library that is an integral part of the lives of the community. Library employees will be expected to embrace the following values:***

***Synergy – To produce a combined effect greater than what we can do individually***

***Empowerment – To give someone the means or ability to do something***

***Respect – To treat all people with dignity***

***Innovation – To start or provide something new***

***Confidence – To be certain of trustworthiness***

***Excellence – To be the best in everything we do***

I have read the foregoing job description in its entirety and understand its contents.

I have the required credentials and experience stated herein. I can perform the essential functions outlined with or without accommodation under the Americans with Disabilities Act.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accommodation Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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