



Youth Services Coordinator

Job Description

The Selbyville Public Library is accepting applications for a Youth Services Coordinator. This full time position is responsible for planning educational, cultural, and recreational programming for people from birth to age 18. The applicant must be able to perform everyday library operations and possess the skills to assist customers in the use of technologies such as cell phones and tablets. The applicant must be proficient in typical office software applications, social media platforms, and have excellent organizational, writing, and record keeping skills.

EDUCATION AND QUALIFICATION

- Graduate of an accredited university or college with early childhood related degree or any equivalent combination of education and experience that provides the required knowledge of skills, and abilities to work with children and their families
- Experience teaching children, study and/or experience in child development, awareness of developmentally appropriate activities and a strong knowledge of current children's literature

REQUIRED KNOWLEDGE AND SKILLS

- Ability to operate computers, photocopier, fax machine, and printers
- Ability to learn how to operate new software and technological acquisitions
- Excellent organizational and customer service skills
- Knowledge of the Delaware Library Catalog and Delaware library resources
- Excellent oral and written communication skills
- Effective knowledge of social media platforms

CIRCULATION

- Check in, check out, and renew library materials
- Register new patrons
- Collect fines, fees, donations
- Assist patrons with technology, including computer/Internet use, e-government service, e-readers, copiers, and printers
- Provide patrons with reference assistance

YOUTH SERVICES

- Plan 5-10 special children and teen programs a year
- Plan regular weekly and monthly activities (3-5 per week) that promote STREAM and literacy
- Plan and conduct Summer Reading Program
- Attend countywide and statewide Youth Services meetings

- Craft and coordinate outreach to local schools and organizations
- Inform and train staff on current programming and acquisitions
- Create promotional materials and displays to highlight collections and services
- Coordinate and execute the library's summer lunch program
- Find and apply for grants for larger projects
- Prepare plans for director
- Any other duties assigned by the director

APPLICATION PROCESS

- Email your cover letter and resume as one PDF document to Kelly.kline@lib.de.us Clearly indicate the job title Youth Services Coordinator in the subject line of your email.
- Closing date: open until position is filled

ADA REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force to constantly move objects, up to 50 pounds of work frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, stooping, reaching, walking, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.