

Joseph T. Simpson Public Library
Children's Services Coordinator Job Description
Adopted May 10, 2016

Summary of Responsibilities

Full Time (37.5 hours per week) but will consider splitting the position into two part-time positions

Non-Exempt

Plans, implements and manages a comprehensive program of public library programs and services for preschool and school age children. Includes daytime, evening, Saturday and Sunday hours. Schedule subject to change as deemed necessary to meet library operating requirements.

Education

Bachelor's degree in Early Childhood Education or Elementary Education required. Master's degree in Library Science preferred. Supervisory experience and experience with children in a library or education setting preferred.

Immediate Supervisor

Library Director

Required Knowledge, Skills, and Abilities

1. Knowledge of children's literature.
2. Knowledge of current issues, trends and technology in public library service to children.
3. Ability to work with children and their caregivers.
4. Excellent written and verbal communication skills.
5. Ability to deal with the public and staff in a courteous, friendly, and informative manner both in person and on the telephone.
6. Ability to supervise staff and volunteers.
7. Ability to organize materials, time and establish priorities.
8. Ability to provide effective and quality library service in accordance with the library's customer service philosophy.
9. Ability to understand and adhere to library policies and procedures.
10. Ability to type and use computer equipment (i.e. keyboards, light pens, printers, etc.) and photocopiers.

Essential Duties and Functions

1. Directs the daily operation of the Children's Library to ensure access to high quality educational programs and customer service.
2. Supervises Children's Programmer and staff and volunteers assigned to the Children's Library.
3. Must be physically capable of handling books, magazines, cassettes and other library materials; of placing materials on carts; pushing carts; shelving and retrieving materials on both high and low shelves.
4. Visual acuity to use research tools in print and in computerized formats.
5. Plans, organizes and schedules a variety of educational programs for children and parents aligned with the key learning areas in the Pennsylvania Learning Standards for Early Childhood.
6. Plans special events such as the Fall Family Festival, the Gingerbread House Workshop, the Summer Reading Kickoff, and the Stuffed Animal Sleepover.

7. Represents library at community events and school district events.
8. Incorporates technology into programs where appropriate.
9. Prepares press releases and program flyers for children's programs. Creates and emails periodic program announcement through LibraryAware software.
10. Develops assessment tools to measure program outcomes and regularly conducts program evaluations.
11. Visits area schools to provide information on the Summer Reading Program and to promote library services throughout the school year.
12. Plans and coordinates the Summer Reading Program for preschool and school-age children including the Book Buddies program and the Mayor's Award program. Orders printed materials, prizes, and schedules programs for this eight-week program.
13. Pursues and applies for grant money for children's services and programs.
14. Performs public services for children and their families including instruction in the use of the computerized catalog, location of materials, reference assistance and referral and reader's advisory services.
15. Responsible for juvenile collection development. Selects and orders books, reference materials, periodicals and audiovisual items for the children's collection.
16. Evaluates children's collection for balance and comprehensiveness and weeds children's collection on a regular basis.
17. Coordinates opportunities to exhibit informational displays about library services at appropriate area events. Schedules periodic art displays in the children's area of the library.
18. Schedules and conducts tours of the library for interested groups.
19. Prepares monthly reports and completes statistical reports.
20. Monitors the behavior and conduct of library patrons.
21. Attends monthly CCLS Children's Librarian meetings. Actively participates in CCLS and District meetings and activities, and Success by Six workshops. Attends continuing education programs.
22. Attends monthly staff meetings.
23. Is available to speak to groups about the value and services of libraries.
24. Assists at circulation desk as scheduled and as needed.

Working Conditions and Physical Demands

1. Physical requirements include ability to move around the facility, walk, sit, bend, climb, kneel, stoop, lift and carry. Must be able to stand for at least 4 hours at a time.
2. Must be physically capable of handling books, magazines, cassettes and other materials; placing materials on carts; pushing carts; shelving and retrieving materials on both high and low shelves; emptying book drop.
3. Use hand and finger motion with enough manual dexterity to use computers and handle library items.
4. Duties are performed in surroundings where undesirable physical conditions and hazards are minor and controllable.

Employment Clearances

Must have FBI criminal history, Pennsylvania Child Abuse and Pennsylvania State Police Criminal History clearance that qualify the individual for employment as outlined in the library system's Employee Clearances policy.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.