

Northwest Georgia Regional Library System

Calhoun-Gordon County Library

Youth Services (K-5th grade) Coordinator / Library Assistant

The Youth Services Coordinator is responsible for all aspects of library service to the kindergarten – 5th grade population at the Calhoun-Gordon branch library under the supervision of the Assistant Branch Manager. This employee will develop, coordinate and perform library programs for Calhoun-Gordon County k-5th grade patrons emphasizing services that respond to children’s needs and interests. The coordinator will play a lead role in advocating for children and school services, and actively participate as a liaison with schools and other agencies serving the same population. The Youth Services Coordinator / Library Assistant works weekday evenings and Saturday rotations. This employee is often the first person of contact for all aspects of branch library customer service.

Duties

Youth Services Coordinator/Library Assistant duties include (but are not limited to):

- Develop, implement, and present programs for K-5th grade in the Calhoun-Gordon County Library
- Plan and implement an exciting Summer Reading initiative for children
- Assists in promoting and publicizing children’s events and the library as a whole
- Maintains and reports statistics related to youth services as required to the Assistant Branch Manager
- Attend regularly scheduled Youth planning meetings and workshops, webinars, and training as approved by the NGRL Library Director.
- Establish and maintain a relationship with Calhoun City and Gordon County Schools
- Select materials appropriate for the children’s collection based on community need within given budget
- Work with other Librarians to weed the children’s collection as appropriate on a regular basis following the library system’s Collection Development Policy
- Assists with opening or closing routines according to shift assignments
- Assists circulation or YA Coordinator’s desk as needed
- Assumes additional responsibilities and performs special projects as needed or directed.

Education

Qualifications:

- High school diploma or GED required
- Library and/or computer-related volunteer service hours or work experience an advantage
- College degree and/or relevant experience in library and/or media centers, education, elementary level youth work/experience desired
- Master’s Degree in Library Science from an ALA accredited program and/or library children’s programming experience preferred

Skills Required

Knowledge, Skills, & Abilities Required:

- Bilingual is a plus
- Valid driver’s license
- Knowledge of elementary-aged children’s literature
- Knowledge of children’s needs and interests
- Skill and comfort level speaking in front of groups
- Detail oriented

- Ability to work independently or with a group
- Ability to provide excellent customer service with a diverse public
- Excellent communication skills
- Knowledge of library system policies and procedures
- Ability to communicate clearly, answer the phone, record messages and respond appropriately
- Working knowledge of Dewey decimal system, general organization of library materials
- Above average computer skills (Must use to create reports in excel, advertising in publisher, etc.)
- Competence to use and instruct others in electronic sources and reference formats
- Aptitudes and skills in public library programming for children, particularly in k-5th grade
- Ability to meet the demands of the job schedule, including Monday-Friday evenings and Saturdays

Computer skills:

- Daily use of Microsoft Office Suite
- Use of Automated Library Systems (PINES) and Online Databases (GALILEO)
- Use of Networks, Internet Browsers
- Computer Troubleshooting

Customer-service skills:

- Outgoing, friendly
- Polite, patient
- Service oriented, eager to help

Training, Skills, and Evaluation

Supervision and evaluation of this employee are provided by the Assistant Branch Manager during the 6 month trial basis and then annually each May. Specific training may be offered by members of the professional team from the regional system and Georgia Public Library Service. The employee is expected to be self-directed on day-to-day performance level.

Physical Demands

The nature of this work requires an ability to lift boxes and crates of books of up to 35 lbs and push filled wheeled book carts. This employee must be able to stand for prolonged periods of time and reach above head, stoop, sit on the floor, and otherwise participate in physical activities with youth.

Working Conditions

Work is typically performed in a climate controlled library, but sometimes requires outdoor activities in parks, recreation centers, or other locations due to the nature of the programs being conducted. This position requires local travel to schools, councils, clubs or organizations to solicit support/donations, and attend meetings and/or training sessions.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the Library. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.