

# Youth Services Coordinator/Librarian

## **INTRODUCTION**

The Bloomsburg Public Library seeks a creative, energetic, and forward-thinking professional to be our new Youth Services Coordinator/Librarian. Our new colleague will plan and present regularly-scheduled programs for toddlers and preschool children as well as creative and literacy-based programs for school-age children and young teens. This individual enjoys engaging children in activities that foster curiosity and a desire to read. This person will equally engage children of all abilities and backgrounds with a patient, enthusiastic, and genuine manner.

It is assumed that no candidate will be proficient in all aspects of the essential responsibilities, knowledge, and skills; the library supports professional self-development and creative growth.

The Bloomsburg Public Library is located at the very heart of Downtown Bloomsburg, Pennsylvania and serves a population of 22,000. The Library features a spacious Children's Library on the second floor with areas for listening, play, making, learning, and reading. Bloomsburg boasts a vibrant and active cultural scene with year-round theater, art galleries, music, and special events. Opportunities for lifelong learning and civic engagement abound. Columbia County and nearby regions offer proximity to beautiful nature and outdoor recreation opportunities.

## **JOB SUMMARY**

The Youth Services Coordinator is responsible for the planning, development, and implementation of services for children and young teens: programming, collection development, outreach, and supervision of the Children's Library. The Youth Services Coordinator is responsible for promoting literacy, encouraging use of library materials, providing technology instruction, and assisting in the planning of future services.

The successful candidate will be knowledgeable about early literacy and programming for children, with emphasis on toddlers to tweens, STEAM programs, emerging technology, and innovation. Working both independently and in a team, the Youth Services Coordinator will help lead the library in creating outstanding youth services for a diverse community.

## **ESSENTIAL JOB RESPONSIBILITIES:**

### **1. Programming and Services**

- Develop, plan, and present innovative and engaging programs for children (up to age 16) and families including regular weekly and monthly offerings, special events/programs to build skills in basic literacy, STE(A)M, the maker movement and new emerging technologies.
- Plan and present engaging and age-appropriate Summer Learning programming
- Creates a welcoming, pleasing, creative, vibrant and dynamic space for children, parents, teachers, caregivers and teens in the library setting.
- Offer opportunities for free play with Library's collection of toys and incorporate play in regular programming for young children

## **2. Collection Development**

- Build and sustain a high-quality, appealing children's collection; selects new materials for the juvenile collection with the support of professional and popular review sources, as well as publisher's catalogs; maintain and develop the library's collection of toys and digital games
- Stay current with children's and young adult literature by reading widely and keeping up with current trends in library service to children and teens.

## **3. Outreach & Community Relations**

- Cultivate and maintain partnerships with local schools, childcare providers, and other youth-related organizations to promote reading and digital literacy
- Play a role in library's community engagement efforts;
- Identify library and literacy outreach opportunities and develop appropriate response
- Stays informed of activities and services for children and families within the community

## **4. Professional Development**

- Actively pursue self-development in library services and programming for children and youth; Stay current with emerging technologies and how they relate to trends in youth programming (e.g. coding, Minecraft, STEAM, etc.) and libraries in general.
- Attends conferences, workshops, and reads professional literature to stay informed on issues related to children's library services and creative learning activities; active use of Internet resources. Keeps informed on trends in library services and professional organizations

## **5. Participate in other library activities and perform other duties as assigned by the Director**

### **QUALIFICATIONS:**

#### **Knowledge, Skills, and Abilities**

***We understand that a good candidate will not have all KSAs listed here, but we do expect that the new staff member will strive to develop these KSAs over time.***

- Previous working experience with children, preferably in an early education or elementary education environment, is essential. Experience with tweens and/or teens is a plus.
- Experience presenting literacy-based and creative learning programs to children and families
- Knowledge of children's literature and publishing in order to perform collection development and advise young readers and adults.
- Knowledge of (or the ability to learn) current trends in library service to children and teens.
- Knowledge and skills to develop and conduct STEM/STEAM programming **or** eagerness to learn
- Ability to equally engage children of all abilities and backgrounds with a patient, enthusiastic, and genuine demeanor. Ability to work with individuals of diverse populations with respect and equitable service

- Ability to think quickly, handle interruptions, maintain self-control, and adapt to stressful situations with children and their adults.
- Ability to manage multiple projects at one time, take initiative, and self-impose deadlines.
- Excellent written and oral communication skills. Working knowledge of MS Office and adept at Internet searching; comfortable with commonly-used social media
- Knowledge of or ability to learn about current library technologies and electronic resources; library catalog software; other software or apps as they become appropriate.
- Interested applicant should be flexible, outgoing, creative, self-motivated, and possess both a positive attitude and a sense of humor.

### **Education and Experience**

- Bachelor's degree in Early or Elementary Education, Library Science, or related field preferred. Candidates with M.L.S. degree are encouraged to apply.
- Applicants with other experience and education combination will be considered.
- Successful experience working with children required

### **WORK ENVIRONMENT/SCHEDULE**

- Full-time 35 hours/week that includes at least one evening per week and some Saturdays
- Casual, but professional environment
- Opportunity for independent professional growth and expression

### **ESSENTIAL PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Moderate to substantial physical effort is required to perform duties under typical work conditions. The employee must be able to perform the essential functions of the job with reasonable accommodations.

- Generally, the employee must be able to lift up to 30 pounds from ground level to waist level and be able to push/pull carts weighing up to 120 pounds
- Must be able to bend, squat, kneel, or crawl occasionally throughout work shift.
- Must be able to reach with hands and arms, use hands to finger, grasp, handle, feel or operate objects, tools, or controls throughout the work day
- Must be able to sit, stand and/or walk up to three (3) hours at a time.
- The employee is frequently required to speak and hear at a conversational level
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **OTHER REQUIREMENTS:**

- Pennsylvania Child Abuse Clearance
- Pennsylvania Criminal History Record
- Federal Criminal History Record
- Mandated Reporter Training Certificate

## **COMPENSATION & BENEFITS**

Full-time salary of \$26-28,000 depending on education and experience. Benefits include health insurance (100% employer paid), 10 days of vacation; 2 personal days; sick/family leave; 10 holidays; continuing education opportunities.

## **REVIEW OF APPLICATIONS**

The Bloomsburg Public Library supports workplace diversity and is an Equal Opportunity Employer. Applications will be accepted until December 12, 2018. Review of applications will begin immediately and continue until December 12, 2018. Interviews may begin as early as Nov. 29, 2018.

Interested applicants should send a cover letter and résumé with three references to:

Lydia Kegler, M.L.S.  
Director  
Bloomsburg Public Library  
225 Market Street  
Bloomsburg, PA 17815

**Or apply by email: [apply.bloompl@yahoo.com](mailto:apply.bloompl@yahoo.com)**