First Regional Library

Job Vacancy Notice: Hernando, MS

Posting Date: July 18, 2023

Location: Headquarters

Position: Youth Services Coordinator

Department: Headquarters

Reports to: Lori Barnes

Status: ✓ Exempt  Non-Exempt  (Full-Time)

This position is responsible for providing support and recommendations for library services targeted to children and youth in First Regional Library’s five-county service area. Oversees youth library outreach services throughout the region. Works closely with parents, families, caregivers, teachers, administrators, and agencies serving children and young people. Supports the Library’s mission, goals and strategic plan. The ideal candidate must be an enthusiastic, compassionate person who is passionate about engaging patrons from all backgrounds and ages and committed to lifelong learning.

Duties and Responsibilities

- Plans, coordinates, and in some cases implements library programs and services for children of all ages, as well as teens, by working with system youth services staff.
- Works diligently to ensure quality programs and services for youth and teens system-wide.
- Submits recommendations concerning library services for children and youth to the Director and helps to implement related decisions.
- Helps to implement all Regional policies and procedures in a consistent manner.
- Works to coordinate the services of First Regional Library with agencies that provide services to children and youth. May include acting as a liaison with child care centers, Head Start, school districts, colleges, universities, community organizations, coalitions, and statewide initiatives.
- Represents First Regional Library at community functions and various outreach locations. Works to ensure involvement of the library in community-building efforts, especially those affecting children and youth.
- Assists with planning and coordination of system-wide youth services efforts such as the Summer Library Program.
- Oversees the Words on Wheels BookWagon mobile outreach service, which visits child care centers, preschools, and family child care homes to encourage early childhood literacy. Serves as direct supervisor to BookWagon staff.
- Assists in identifying, writing and implementing grants related to early literacy and youth services.
- Supports and provides leadership to FRL children's and youth services staff.
- Assists in the training and professional development of all library staff members, with emphasis on those involved in providing children's and young adult programming.
- Assists with material selection as assigned by the Library Director. Examines challenged children's and teen library materials and makes recommendations. Assists in collection maintenance for branches as needed.
- Serves on Director’s Administrative Team. Assists in the overall planning of library activities. Keeps essential statistics and records.
- May present youth programming in the cases of youth staff shortages.
- Keeps abreast of developments in the field of children’s librarianship and child development by attending conferences, reading professional literature, and by networking and being actively involved in professional associations.
- May serve as Youth Specialist in various branches as needed.
- Manages a branch or department as directed by the Director or Board of Trustees.
- Performs other duties as assigned or required.
MINIMUM REQUIREMENTS:

- Knowledge of early childhood education, child development, and best practices in providing public library services to children and youth.
- Knowledge of collection development standards and operations for public library collections for children and current early childhood education and parenting topics.
- Excellent interpersonal and creative problem-solving skills; ability to work effectively within a collaborative environment, especially with agencies outside the Library.
- Excellent written and oral communication skills.
- Positive and enthusiastic approach to public library service, especially to children, youth, families, caregivers, and agencies that work with children and youth.
- Extensive experience and training in all aspects of public library children’s services preferred.
- Experience with computers, Internet searching, knowledge of children’s literature and current events helpful.
- Ability to drive and possess a currently valid driver’s license.
- Ability to work weekends and evenings.

BENEFITS AND SALARY:

Starting salary $45,000 to $50,000 depends upon experience. Benefits include: medical, dental, vision, life insurance, and MS Retirement Plan.

EDUCATION:

- MLS from an ALA-accredited library school with emphasis in children’s literature and services.
- 2 years experience in working with children in a group setting.

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