

Leavenworth Public Library

Job Description

March 31, 2022

JOB TITLE Literacy and Program Coordinator

DIVISION Youth Services

FSLA Non-Exempt

GENERAL PURPOSE

The Literacy and Program Coordinator plans and performs programs in the Library and at outreach locations for youth patrons, birth to age eighteen. Provides excellent service to patrons in the Library and at outreach locations. Promotes youth collections, services and programs in the Library and at outreach locations. Performs a variety of routine and complex clerical and technical work in youth services areas, such as patron account management, circulation of materials, filing and shelving of materials.

SUPERVISION RECEIVED

Works under the supervision of the Youth Services Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, performs and promotes a wide variety of programming for youth patrons in person and via social media or other technology.
- Keep abreast of trends, developments, and best practices in librarianship and literacy for youth.
- Tailors program content, crafts and music for youth audiences based on age and comprehension.
- Must possess a valid driver's license, provide reliable transportation and maintain acceptable motor vehicle record. Must have reliable mobile phone service for communication with Library and outreach locations.
- Operates Library calendar and event management software to maintain accurate schedule of youth programs and events.
- Researches, compiles and obtains data for use in the completion of required reports, prepares and submits reports to the Youth Services Coordinator and other administrative staff as needed.
- Applies established criteria to evaluate program effectiveness, scheduling and location.
- Initiates and prepares program plans, including selection of supplies, equipment and library materials. Submits plans to Youth Services Manager for approval, in a timely manner.
- Develops and maintains effective working relationships with other employees, the public and outreach location staff.
- Mediate and resolve service issues in outreach locations in consultation with Youth Services Manager.
- Physically organizes and prepares spaces, supplies and equipment for presenting youth programs.
- Uses library catalog to create and maintain curated lists of Library material to support youth programs and services.
- Performs initial intakes of library card applications and maintains patron records, requiring judgement as to content, accuracy and completeness, in the Library and at outreach locations.
- Prepares and maintains information packets for patrons, collects, assembles, updates and stocks promotional materials, brochures and displays.
- Enforces library policies consistently and follows approved library procedures, such as processing materials with issues, performs shelf checks, opening and closing procedures.
- Provides accurate and effective public service.
- Ability to maintain confidentiality in all aspects of work.
- Work schedule, including evening and weekend hours, may vary as needed to ensure patron services are prioritized.
- Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Ability to perform entertaining, energetic and engaging youth programs for audiences that include parents, guardians and caregivers.
- Maintains composure while working in a high traffic environment and ability to multi-task.
- Knowledge and support of library principles, intellectual freedom, ALA Code of Ethics.
- General knowledge of literature, current trends in all forms of Library materials for youth.
- Functions effectively with minimal instruction and constantly changing priorities.
- Ability to read, write and speak English fluently.
- Working knowledge of cash register, computer software, office equipment and electronic data processing in a Windows-based environment such as Microsoft Word and Excel. Working knowledge of modern office practices and procedures.

EDUCATION, EXPERIENCE AND TRAINING

Graduation from high school or GED equivalent. Two- or four-year degree in child development, education or related field from an accredited institution preferred. Previous experience planning and performing youth programs required. Any equivalent combination of education and two or more years of progressively responsible experience in a library or youth education environment.

PHYSICAL REQUIREMENTS

- Talking, expressing or exchanging information by means of the spoken word; spoken information must be conveyed to supervisor and coworkers accurately.
- Hearing, perceiving the nature of sounds at normal speaking levels with or without correction; ability to received detailed information through oral communication and making discriminations in sound.
- Visual acuity to perform activities such as: preparing and analyzing data; viewing a computer terminal; extensive reading; visual inspection of materials, operating computers, copier, printers, scanners.
- Standing by remaining upright on the feet, particularly for sustained periods of time.
- Walking, moving feet to accomplish tasks, move about within shelving, desks, chairs, workstations, carts.
- Balancing, maintaining body equilibrium to prevent falling when walking, standing, pushing, pulling, moving, carrying objects.
- Ability to adjust, move or push objects up to 50 pounds in all directions.
- Pushing and pulling, using upper extremities to exert force on or against something with sustained motion.
- Bending body downward and forward by bending spine at the waist. Kneeling, bending legs at knees and ability to come to rest on knee or knees.
- Lifting, raising object(s) from a lower to a higher position, or vice versa; moving objects horizontally; shifting material within, onto and off shelves, carts, desks, bins.
- Reaching by extending hands and arms in any direction.
- Using hands/fingers to handle or feel, manipulate and grasp objects, typing; constantly operates a computer and other office technology. Feeling, perceiving attributes of objects such as size, shape or texture by touching with fingers.
- Ability to ascend and descend stairs, using feet and legs and/or hands arms.
- Repeating motions that include the wrists, hands and/or fingers.
- Frequently work is in narrow aisles, between shelves, computers, desk and chairs.
- Exposed to inside and outside environmental and atmospheric conditions.
- Some travel to workshops or meetings.

Employees of the Leavenworth Public Library are “employees at will.” *Personnel Policy, section 1*

Employee Signature_____ Date_____

Job descriptions are meant to be general guidelines of the duties and responsibilities of the job and are not intended to list every possible task an employee may be called upon to perform.