



STAFF JOB DESCRIPTIONS

YOUNG ADULT (YA) SERVICES COORDINATOR – POWELL, part-time, non-exempt

Under the supervision of the Powell Branch Librarian, the YA Services Coordinator provides library programming and services for young adults (ages 12-18). Develops and implements YA programs at the Powell Branch. Provides reference and reader's advisory services to this age group as well as one-on-one and small group information literacy trainings. Suggests books and periodicals for collection development to assist the Powell Branch Library staff in developing an encompassing and well-balanced YA collection.

SUPERVISION

Answers to the Powell Branch Manager

MAJOR AREAS OF RESPONSIBILITY:

- Develops and implements YA programming for afterschool, Saturdays, and Summer Reading
- Works collaboratively with the Children's and Young Adults' Services staff throughout the Park County Library System to support one another in county-wide programming and promotions, such as Summer Reading
- Plans, directs, and/or implements special projects for young adults involving library promotion & outreach activities.
- Responsible for the promotion and advertisement of children's programs.
- Provides reference and reader's advisory services for patrons between the ages of 12 and 18.
- Provides information literacy trainings for young adults, individually and in small groups
- Provides information & technology classes &/or training to patrons, such as, how to social network safely on Facebook by controlling account privacy settings.
- Explains library policies and procedures to young adults and other patrons as necessary
- Forming partnerships and collaborations with the high school and middle school librarians, teachers, and administrators
- Writes the Young Adults' Department summary of activities by the 5th of each month to be incorporated into the Powell Branch Library's portion of the Library Board Report
- Works in conjunction with the Children's Services Assistant, Adult Services staff, and the Branch Librarian in program development and planning to coordinate programming throughout the Powell Branch Library and in the coordination of promotional materials for these programs

OTHER DUTIES

- Shares daily circulation desk duties, including evening and Saturday hours, with the rest of the staff
- Maintains and updates the Teens' webpage of the Park County Library Systems' website; this includes posting to the Main page, Powell's page, and the Teens' page. Posts are to share

specific information concerning library programs, after school/early release programs, Summer Reading, etc.

- Provides reference services and training to the public; trains patrons on how to use the public computers for on-line research and troubleshooting minor computer software problems
- Suggest books, periodicals, and A/V materials for development of the YA collection
- Utilizing standard review sources, prepares book orders for new and replacement materials in accordance with collection needs
- Meets with the Branch Librarian and other library staff to promote library cooperation and activities
- Any other duties as assigned by the Powell Branch Librarian or the County Library Director as are necessary and appropriate for the smooth operation of Youth Services in Powell and throughout the Park County Library System

Other skills, abilities and knowledge

- Commitment to youth services and a love of working with this age group
- Broad knowledge in general subject areas and knowledge of authors, books, readers' interest, and reading levels
- In depth knowledge of YA literature and stays current with the emerging trends in YA literature
- Ability to utilize computer and electronic resources and stays current with the library's databases
- Knowledge of gaming systems like the Wii to use in programming
- Must be at ease with current technology
- Knowledge of and/or experience in the design and development of programming for YA
- Previous experience working with the YA age group (12-18)
- Energetic, motivated, and creative with strong service orientation
- Ability to work well as team member and leader as well as independently
- Ability to deal tactfully and courteously with all ages of people in a public service context and with professional colleagues
- Multi-task oriented
- Flexible in work habits
- Excellent organizational skills
- Ability to attend meetings and conferences as required by Library Director or the Powell Branch Librarian
- Ability to read and comprehend documents, technical journals, library policies and procedures
- Ability to design, develop, and proofread written and visual materials
- Ability to work nights and weekends

Language skills

- Ability to express ideas clearly and concisely in English, both orally and in writing.
- Ability to effectively present information to other employees of the organization and the public.

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Reasoning Ability

- Ability to apply common sense understanding to carry out written and oral instructions.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands and arms; to talk and to hear. The employee is required to stand for long periods of time – two (2) to four (4) hours. The employee is required to sit for long periods of time. The employee is occasionally required to walk, climb or balance, stoop, bend, kneel, and crouch or crawl.

Employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds in order to handle books, AV equipment, and boxes. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Employees must be able to use computer equipment for extended periods of time; this involves looking at a computer screen several hours per shift, typing for prolonged periods of time, and using a mouse for prolonged periods of time.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet, although occasional loud customers and equipment are present.

MINIMUM QUALIFICATIONS

Bachelor's Degree, with preferred major in education or child development. Library experience preferred.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job-related tests and a background check may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. No one person is expected to fulfill all the duties listed and described above; duties and responsibilities will be assigned by supervisors according to the needs of the library and the skills, abilities, and interests of individual Library Assistants.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This job description supersedes any previous description for this position.