



# FERN RIDGE PUBLIC LIBRARY

88026 Territorial Road • PO Box 397 • Veneta, OR 97487

Phone 541.935.7512 • Fax 541.935.8013

www.fernridgelibrary.org

## *Job Description*

### **Youth Services Coordinator**

#### **I. Definition:**

Under the direction of the library Director, *the primary responsibilities are* to plan, organize, perform and supervise the services for the library's children and youth.

#### **II. Supervision received and exercised:**

Receives supervision from the Library Director.  
May supervise volunteers and other clerical staff.

#### **III. Examples of Duties** - Duties may include, but are not limited to:

##### **A. Youth services duties:**

Advises and assists library patrons of school age or younger with reference and readers' advisory; demonstrates the use of library catalogs and other resources.

Leads school groups in library activities, both in library and in selected outreach to school campus.

Selects materials for the juvenile and young adult collections, including online ordering, with the advice of the Director.

Weeds juvenile and young adult collections.

Plans, publicizes, and carries out public programs for children and young adults, including an extensive Summer Reading Program. (revised wording & addition)

Prepares exhibits in juvenile and young adult areas.

Selects furniture and equipment for youth services and arrangement of same in consultation with the Director.

Records detailed attendance statistics for youth programs and reports to Director.

##### **B. Other duties:**

Performs opening and closing routines as needed.

Operates circulation desk as needed.

Answers telephone and refers calls to appropriate persons.

Answers reference questions and refers more complex questions to other staff.

Assists patrons in use of library equipment, including computers.

Participates in library meetings and committees as authorized.

Records daily statistics.

Shelves library materials as needed.

Performs other duties as assigned.

##### **D. Career development duties**

Attends workshops and continuing education programs as appropriate, fulfilling expectation of at least one per year.

Within the first year of employment, attends the Oregon State Library Basic Library Institute.

#### **IV. Qualifications:**

##### **A. Knowledge of:**

Library systems, principles, policies, and procedures.

Basic principles of child development.

Basic working knowledge of computer programs such as Microsoft Office Suite (Word, Excel, Publisher), the Internet, and email.

##### **B. Ability to:**

Create relevant and attractive children's and young adult programs of service.



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Communicate effectively and courteously with library staff, *parents*, and the public in person and on the phone.

Apply selection criteria in development of library collections.

Operate a variety of audiovisual and library equipment.

Work with a minimum of supervision.

File library materials.

Read, write and speak English.

Physically perform required duties.

## **C. Experience and training**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Typical ways of obtaining the knowledge and abilities would be:

*2 years college education.*

Workshops such as the Basic Librarianship Institute provided by the Oregon State Library.

Prior successful work with children or young adults or coursework in education or child development.

Prior library experience.

Prior customer service work.

Must have a valid driver's license.

## **V. Performance Reviews**

Performance and contribution to the job and other characteristics will be formally reviewed at the end of the probation period and annually thereafter.

## **VI. Physical requirements**

Work is performed in clean, well-lighted space, with frequent sitting and frequent standing/walking

1. In a work day an employee may:
  - a. Stand/Walk 1-6 hours
  - b. Sit 1-5 hours
2. Employee may use hands for repetitive:
  - a. Single grasping
  - b. Pushing and pulling
  - c. Fine manipulation
3. Employee may need to:
  - a. Bend frequently
  - b. Squat moderately
  - c. Lift frequently
4. Lifting: Medium work – Lifting 40 pounds occasionally