

The Valley Center Public Library is seeking a full-time Youth Coordinator.

This individual will be responsible for:

- Planning, implementing, and leading children/youth programming and activities
- Interacting positively with all ages of patrons, particularly with young children and teens
- Planning and leading story time sessions on Tuesday, Wednesday, Thursday mornings
- Developing and preparing monthly take-home activity bags for children
- Assisting with planning of other library programs for all ages
- Assisting with promoting and marketing library use, programs and services through all media including print, electronic and various social media platforms
- Processing new library materials and inter-library loan items
- Providing readers advisory services and reference assistance to library patrons with emphasis on children and youth
- Assisting in collection development for children and youth
- Assisting with circulation duties and provide technology assistance to patrons and other Library staff
- Creating displays, assisting with coordination of library-wide themes to ensure community appeal, representation of collection, and historic heritage month/calendar date observations
- Other duties & responsibilities as assigned

Skills Required:

- Ability to handle multiple tasks and prioritize workload, delegate as appropriate and problem solve; be comfortable with a self-directed environment with minimal guidance
- Ability to prepare marketing materials such as brochures, flyers, etc., as well as social media posts
- Ability to assist patrons and other staff with technology--use of and troubleshooting of public computers and peripherals and patron personal devices (laptops, tablets, e-readers, cells phones as related to eBooks/eAudioBooks usage), etc.
- Working knowledge of a library automation system preferred, especially the Apollo Automation System, to enable circulation duties, processing new titles for the collection, and detailed searching of the database
- Working knowledge of Windows Office Programs, Facebook, Email and Google Suite, etc.
- General knowledge and understanding of the principles and practices of working with the public
- Ability to comfortably meet and connect with new people
- Understanding of the community, which will guide programming
- Ability to establish and maintain effective working relationships with Library management, officials of other agencies, library staff and volunteers, library business contacts, City employees and the general public
- Possess familiarity with children, teen and adult authors and titles, assist in collection development and weeding in these areas
- Ability to strictly follow all legal and policy requirements related to patron privacy
- Must actively support and respect diversity in the Library and at Library functions
- Must possess excellent oral and written communication skills, including good spelling

Physical Requirements

- Must be able to work independently, in an environment that may be subject to continuous interruptions and background noises, and must be able to work under stress from deadlines, public contact, changing priorities and conditions
- Must be able to type or use keyboard
- Must have close vision and ability to adjust to focus
- Must be able to view a lit screen for long periods of time
- Must be able to communicate effectively with the public
- Must be able to stand, walk and sit for extended periods of time
- Must be able to twist, reach, stoop, crouch, kneel, climb and balance as needed
- Must be able to occasionally lift and/or move up to 40 pounds, and be able to push/pull carts weighing up to 300 pounds

- Must be able to reliably transport oneself to and from work as well as to work related meetings, workshops, conferences, etc.

Education and training

- Library experience and/or experience developing/implementing children and youth programming preferred
- College education preferred
- High school diploma or equivalent required
- Previous experience working with children and/or youth required
- Understand and support the American Library Association's Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement, recognizing that freedom of access is a fundamental tenet of a public library

Hours and Compensation

- This is a 38 to 40 hour per week position. Must be able to work a semi-flexible schedule that includes two Saturdays each month, at least 1 evening until 7 PM each week. Library is closed on Sundays. Other hours may be needed based on the applicant's availability, the library's need, and programming demands. Employee will work with Library management to determine specific hours needed to ensure proper coverage without exceeding 40 work-hours per week.
- Starting pay range is \$15-17 an hour; dependent upon education and experience
- Position includes 1 paid personal day (employee birthday) and 8 paid holiday days per year, paid vacation after 1 year. Other benefits are negotiable.

Position works under the supervision of the Director and Office Manager. Individual must be able to pass a background check.

The Valley Center Public Library is an equal opportunity employer.

Submit resume and three professional references to:

Janice Sharp
Valley Center Public Library
314 E Clay
Valley Center KS 67147
janicesharp@yahoo.com