Avoca Free Library

18 North Main Street

PO Box S

Avoca, NY 14809

POSITION TITLE: Youth & Family Services Coordinator

SUMMARY

The Avoca Free library seeks a part time Youth & Family Services Coordinator. Under the general supervision of the Library Director, the Youth & Family Services Coordinator will be responsible for managing the operations of the juvenile, teen, and young adult areas and programs. Other responsibilities include outreach to youth, particularly teens, reader’s advisory, maintaining a friendly and relevant environment in the department, advocating for youth services to the community at large, and duties and tasks related to the circulation desk.

DUTIES & RESPONSIBILITES

* + Plan, organize, and conduct Pre-K Story time and After School Enrichment programs on a weekly basis
  + In coordination with the Director plan, prepare, and conduct a summer reading program for children ages preschool through teens, including find performers for the summer reading program and other special events.
  + Plan and conduct occasional special programs around holidays.
  + Work with Director to compose and prepare public relations materials such as news releases, flyers, brochures to promote events and services
  + Communicate with home-schoolers, teachers, students, parents and community members to help improve library services
  + Provide attractive displays and settings to encourage reading and participation by our young patrons
  + Assist in selection of children’s materials
  + Assists library patrons, primarily children and their parents, in finding material they want, answering reference questions and providing reader’s advisory
  + Organize, monitor, and place orders with director for craft supplies and any other items needed for children’s programming.
  + Offer tours of the library and its services to school groups, homeschoolers, and new families
  + Read and respond to correspondence and email pertaining to youth services
  + Compile statistics on attendance of all children’s programs for monthly report
  + Work at the Circulation Desk as needed; check library material in and out, shelve library material, perform related duties as required using WorkFlows (Circulation software) STARcat (the online library catalog)
  + Deal tactfully and courteously with the public. Uphold all confidentiality rights of patrons
  + Uphold established library policies and procedures.
  + Attend training, workshops, conferences and other continuing education related to youth services

KNOWLEDGE & ABILITIES

* + Experience with children 0-18
  + Working knowledge of library methods and procedures
  + Knowledge on how to conduct story hour appropriate to preschool children, using stories, songs, finger plays, action rhymes, etc.
  + Knowledge of early literacy and reading skills
  + Experience or knowledge of afterschool programming
  + Ability to organize, plan, and conduct programs for the entire year, well in advance of carrying them out
  + Ability to communicate effectively with children, parents, staff and all library patrons

MINIMUM QUALIFICATIONS

* Bachelor’s degree from an accredited college or university is preferred.
* High School Diploma or GED and sufficient experience and knowledge in related fields are required.
* Previous library work experience preferred.
* Previous job experience working with children in some capacity, at school or preschool is required.

POSITION HOURS & SALARY INFORMATION

The Library anticipates that this job will require at least **12** hours per week with hourly wages set at **$11.**

Position requires applicant to have open availability in order to successfully work a varied schedule which includes evenings, weekends.

APPLICATION PROCESS

Please submit your application and resume including references by March 30th to:

Avoca Free Library

ATTN: Youth & Family Services

PO Box S

Avoca, NY 14809

We will begin reviewing applications Monday April 2nd.

Post will remain open until position is filled.