



Cardington-Lincoln Public Library

Job Title: Programming Coordinator- Youth
Department: Public Services
Job Type: Part-time (20-31 hours/week)/Full-time (32-40 hours/week) Non-exempt
Job Class: E
Benefits: Paid Time Off accrual; paid holidays; OPERS (Ohio Public Employee Retirement System); Ohio Deferred Compensation & AFLAC products available

POSITION OVERVIEW: Under the supervision of the Library Director, this position is responsible for planning and overseeing programming for children, teens, and families within the library and the community. In addition, performs responsibilities at a public service desk and assists patrons of all ages in the use of the Library, its materials, services, and resources. Work requires considerable independent judgment and initiative.

ESSENTIAL FUNCTIONS:

- Provides uniformly gracious and friendly service to all.
- Coordinates the planning, development, implementation, and evaluation of programs for children, teens, and families to be conducted by self, other staff, or outside presenters.
- Researches, makes contact with, and negotiates with potential program presenters.
- Coordinates room set up for programs.
- Adheres to the youth programming budget, keeping a record of all expenditures.
- Maintains program records, including but not limited to correspondence, contracts, check requests, tax documents, receipts, and program attendance.
- Coordinates with Marketing to promote Youth programs.
- Participates in outreach efforts of the Youth Department.
- Assists patrons in the full use of the Library and its digital and print resources, including reference and readers advisory service.
- Assists patrons with technology-related issues. Troubleshoots problems and notifies appropriate staff of complex issues.
- Assists with gathering of statistical data.
- Supervises volunteers as part of youth volunteer program.
- Engages in professional development relevant to library services for children, teens, and families.
- Performs other duties as assigned

COMPETENCIES:

- The ability to adjust to changing situations.
- The ability to promote and support the fundamental purpose of the public library.
- The ability, through both verbal and written methods, to provide concise, timely, and accurate information, internally and externally, among all organizational levels and with all appropriate people.

- The development of partnerships, networks, and relationships; the collaboration with stakeholders and the community.
- The ability to efficiently, effectively and positively meet the library needs of internal and external customers.
- The awareness of library policies and procedures relevant to emergency preparedness, including natural disasters.
- The commitment to interact appropriately, fairly, and equitably with all; the ability to demonstrate and foster respect for all individuals and points of view; the understanding and proactive reduction of barriers to library use.
- Demonstrates general understanding of basic computer skills coupled with an understanding and knowledge of library provided equipment and software including the website, databases, catalog, and ILS; the ability to troubleshoot basic technology problems.
- The knowledge of and compliance with Ohio Ethics Law and the basic ethics and values of library service.
- The ability to proactively identify and analyze emerging trends and technologies, and employ creative thinking to implement new solutions or procedures
- The understanding and support of the library's role in providing free and equal access to ideas, information, resources, and services, from all points of view, without restriction, to every individual.
- The understanding of laws relating to copyright, privacy, freedom of expression, equal rights, and intellectual property; the ability to communicate this information to staff and patrons and to ensure the library's compliance.
- The knowledge of and ability to support the library's mission, vision, culture, and structure; a comprehensive awareness of the library's policies and procedures.
- The knowledge and awareness of the attributes and library needs of community demographics; the ability to apply that knowledge through materials, services, policies, and programming.
- The ability to present instructional content in diverse ways to groups and individuals and select appropriate delivery methods according to learner needs.
- The ability to identify and prioritize work needs.
- The ability to assess situations and troubleshoot to identify effective solutions.
- The ability to plan, present and evaluate creative and innovative programming for various ages and abilities, based on knowledge of developmental stages, best practices and community needs and interests, both inside and outside the library location.
- The ability to assist patrons with popular and recreational reading choices and to encourage reading; the knowledge of popular materials and the ability to share that knowledge with all patrons.
- The ability to determine patron needs and use various resources to provide clear and comprehensive information in response to requests.
- The awareness of library policies and procedures relevant to building security and personal safety of staff and patrons.
- The ability to work collaboratively with others to achieve organizational goals and objectives.

EDUCATION AND EXPERIENCE:

- High school diploma required.

- Bachelor's degree strongly preferred.
- Master's Degree in Library Sciences or equivalent work experience preferred.
- 2+ years' experience working in a library setting or equivalent work experience providing programming required.
- 1-3 years supervisory experience strongly preferred.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

- Ability to lift and move up to fifty pounds.
- Sitting, standing, walking, climbing (including stairs) and stooping, bending, twisting and reaching (up, across, and down). Must be able to sit and stand for long periods of time.
- Typing, writing, filing, sorting, shelving, and picking up and shelving books.
- Pushing and pulling: objects weighing up to 60-80 pounds on wheels.
- Able to work in enclosed space and remote locations for extended periods of time.
- Able to work in environmental conditions which may include exposure to dust, dirt, heat, cold, noise, fumes, odors, vibrations, wetness and humidity, and temperature changes.
- Able to use the following: building security systems, computer workstation, copy machine, telephone, and other readily available technology.

SCHEDULE: 20 hours per week, part-time, non-exempt position. Includes daytime, evening, and weekend shifts.

STARTING PAY RANGE: \$18.31-\$19.50 depending on education and experience